

209 PROGRAM

User's Guide

February 2011

Incident

3: Initial	Update	Final
	XX	

7: Start Date Time
10/28/2010 1254

8: Cause
Human

9: Incident Commander
Ardoin

13: Latitude and Longitude
Lat: 34° 38' 32" Long: 120° 34' 29"
Ownership: CA-AFV

14: Short Location Description (Include reference to nearest town):
10 Miles West of Lompoc

16: Line to Build
400
Chains

17: Expected Containment Date: 10/30/2010

18: Line to Build
400
Chains

19: Estimated Costs to Date
50

20: Declared Controlled
0

21: # Damaged
0

22: # Threatened
28

23: Fatalities
0

24: Structure Information
Type of Structure
Residence
Commercial Property
Outbuilding/Other

25: % Contained or MMA
15 Percent

22: Injuries to Date: 0

26: Communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:
direction towards critical mission support facilities
direction towards critical mission support facilities

27: Communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:
direction towards critical mission support facilities
direction towards critical mission support facilities

28: Needs (amount, type, kind and number of operational periods () in priority order in 12, 24, 48, and 72 hour time frames):
communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:
on support facilities, archeological sites and power distribution systems
on support facilities, archeological sites and power distribution systems

29: Concerns and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan:
Resources needed due to expected winds impacting fire line with potential spread to impact critical infrastructure, natural and cultural resources

30: Placed ordnance hazards.

31: Fuels/Materials Involved: 4 Chaparral (6 Feet)
Chaparral and old growth manzanita

32: Fire-ups in the interior of the fire area.



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INTRODUCTION

This document is to be used as a User Guide for the ICS-209 Program located on the National Fire and Aviation Management Web Applications site (FAMWEB). The 209 Program is a web-based application that allows for more efficient processing of the Incident Status Summary, Form ICS-209.

BACKGROUND

The Incident Status Summary, also known as a “209”, is used for reporting information on incidents of significance. Accurate and timely completion of the ICS-209 is necessary to determine appropriate resource allocation during multiple incident occurrences. The information included on the form often determines the priority of a given incident, and thus its share of available resources.

Nationwide implementation of online ICS-209 data entry was effective May 19, 2002. In order to ensure that the information submitted is as complete as possible, please follow the guidelines in this User's Guide when completing or reviewing ICS-209s for submission into this database.

SYSTEM FUNCTION

The intent of this program is for ICS-209 information to be entered at the incident or the dispatch level closest to the incident. Once the incident information has been submitted it can be accessed and utilized at the local, geographic, and national levels.

ICS-209s should be completed according to each Geographic Area's Mobilization Guide. Please refer to Chapter 20 of your Geographic Area's Mobilization Guide and the National Interagency Mobilization Guide for more specifics on reporting requirements for ICS-209s.

SYSTEM USERS

Users of this system primarily will include local Dispatch Personnel and Incident Management Teams who will generate ICS-209s, and agency managers, information officers, and decision makers will access completed ICS-209s and reports. Agency managers include staff from the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), USDA Forest Service (USFS), National Park Service, and State agencies.

USER SUPPORT

Technical support for the 209 Program can be found through the National Fire and Aviation Management Web Applications site (FAMWEB) or at the Fire Applications Help Desk. Contact the Help Desk at 1-800-253-5559 or (208) 387-5290 or via e-mail at: fire_help@dms.nwcg.gov. Calls to the Help Desk are handled 24 hours a day. After normal business hours (07:30am – 5:00pm Mountain Time) leave a message and the on-call duty officer will return your call.

If you have questions on data entry, what to report, program access, etc., contact your local dispatch center or your Geographic Area Intelligence Coordinator/Officer.

ACCESS TO THE 209 PROGRAM

The 209 Program is accessible via the internet through the National Fire and Aviation Management Web Applications site (FAMWEB). Microsoft Internet Explorer is the preferred browser for completing ICS-209s. Other browsers may be used but note that there may be difficulties and the site will look slightly different when viewed in each browser.

It is important to maintain and protect the security of the program. User names and passwords are assigned to individuals, and should be protected. **Not under any circumstance should a user name or password be shared with the public or the media as this is a government program.**

To get to the 209 Program on the National Fire and Aviation Management Web (FAMWeb) site, you will need to enter the site via the URL at <http://fam.nwcg.gov/fam-web/>. The following is an example of what the web site looks like.

The screenshot shows the FAMWEB website interface. The browser window title is "Fire & Aviation Management Homepage - Windows Internet Explorer provided by USDA Forest Service". The address bar contains "http://fam.nwcg.gov/fam-web/". The page header includes "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS" and a navigation menu with links: "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The date "Tuesday, December 14, 2010" is displayed in the top right.

The main content area features a "Welcome to FAMWEB" banner. Below this is an "UPDATES" section with a table:

DATE	UPDATE
Dec 9, 2010	<p>WIMS Version 2 UPDATE: Attention BLM Users</p> <p>The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWS tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.</p>

Below the updates table is a paragraph: "The Fire and Aviation Management Web Applications web site brings together a variety of applications, tools, and services related to interagency fire and aviation management managed by the National Wildfire Coordinating Group (NWCWG) and participating agencies. The website provides detailed information, data, maps, and real-time information for users." To the right of the updates table are sections for "Announcements" and "TechNotes".

Announcements: 07/28/2010 - The KCFast NFMAS-PCHA data extract report has been fixed. This fix eliminates the duplicate fire records some users were seeing. Click on [Complete List](#) to view all of the Announcements.

TechNotes: 11/10/2010 - WIMS Technote V20 is now available: [WIMS Technote V20](#) and WIMS Technote WXML is available: [WIMS Technote WXML](#). 08/03/2010 - [FIRESTAT Technote](#) FIRESTAT Technote - Updates to the Wildland Fire Report and the FORMATTA Electronic Form.

The 209 Program is hosted in a website environment on a server at the U. S. Department of Agriculture's National Information Technology Center (NITC) at Kansas City. You will need to have a FAMWEB Logon ID and password in order to gain access to the program.

REQUESTING A NEW ACCOUNT

To apply for a new FAMWEB Logon ID for 209, click on the "[FAMWEB Logon Request](#)" link located on the left menu.

The screenshot shows the FAMWEB website interface. The left navigation menu includes links for KCFast, WIMS, Electronic Forms, Change Request Form, Add Program Request, FAMTEST, FEPMIS, Data Request Form, CMMS, FEPP Web Pages, Fire and Weather Data, FTP2 Site, GACC Web Pages, PocketCards, and **FAMWEB Logon Request (AWSR, AMIS, ARS, FIRESTAT, SIT, 209)**. The main content area features a 'Welcome to FAMWEB' banner, an 'UPDATES' section with a table of updates, and 'Announcements' and 'TechNotes' sections. The date 'Tuesday, December 14, 2010' is shown in the top right corner.

DATE	UPDATE
Dec 9, 2010	<p>WIMS Version 2 UPDATE: Attention BLM Users</p> <p>The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWS tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.</p>

Complete the online registration form. Note the following account tips:

- ❖ Your User Name is **case sensitive**: must be at least 3 characters in length, but no more than 30; and be unique within FAMWEB. It is recommended that the User Name be the person's first name initial, middle name initial and last name (or portion of last name). A numeral may also be included for very common names to avoid duplication.
- ❖ Your Password is **case sensitive**: must be at least 12 characters, but no more than 14; must contain three of the following: at least one number; one symbol such as ~, #, \$, excluding \, (, %,), /, @, ', and "; one upper case letter; one lower case letter; and cannot have been used previously.
- ❖ Fill in all boxes completely. This identifies who you are to FAMWEB managers. Incomplete requests may be rejected.
- ❖ Check the box for 209 Access.
- ❖ In the Comment field, please describe your tasking with FAMWEB (e.g., what unit you are with and what organizational data you are responsible for, etc.)
- ❖ Passwords will expire every 60 days. Each user is responsible for managing their own password.

Once you have registered, contact your GACC Intelligence Coordinator to activate your account.

If you need help getting a Logon ID and password, contact the Applications Help Desk at 1-800-253-5559 or (208) 387-5290.

Users who currently have access to the FIRESTAT, AMIS, AWSR and ARS Programs need to call their GACC Intelligence Coordinator/Officer to get access to the 209

Program. Current application users that move from one location to another and continue to need access to the 209 Program for the new area need to call the GACC Intelligence Coordinator/Officer for that area to obtain access.

LOGGING ON TO THE 209 PROGRAM

From the FAMWEB home page, click on the “Log On” link located on the left menu, as shown below.

The screenshot shows the FAMWEB home page. The left sidebar contains a menu with the following items: Add Program Request, FAMTEST, FEPMIS Data Request Form, CMMS, FEPP Web Pages, Fire and Weather Data, FTP2 Site, GACC Web Pages, PocketCards, FAMWEB Logon Request (AWSR, AMIS, ARS, FIRESTAT, SIT, 209), and Log On (AWSR, AMIS, ARS, FIRESTAT, SIT, 209). The 'Log On' link is circled in red. A red arrow points from the 'Log On' link to the 'Logon Required' dialog box shown in the next image. The main content area features a 'WELCOME TO FAMWEB' banner, an 'UPDATES' section with a table of updates, and 'Announcements' and 'TechNotes' sections.

DATE	UPDATE
Dec 9, 2010	WIMS Version 2 UPDATE: Attention BLM Users The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWS tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.

A dialog box, as shown to the right, will pop up asking for your User Name and Password.

If the pop-up box does not appear, be sure to turn off pop-up blocker settings for this site, then try again.

Enter your “User Name” and “Password”.

Click the “Log on” button.

FAMWEB

Logon Required

This is a United States Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person constitutes consent to these items.

Please enter your User Name and Password to log on.

User Name

Password

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more than once.

If you logged on to FAMWEB successfully, your name and last logon information will be located in the upper right corner of the main page, shown below

The screenshot shows the FAMWEB home page. On the left, a navigation menu lists various options, with '209' highlighted by a red circle and an arrow. The main content area features a 'Welcome to FAMWEB' banner and an 'UPDATES' section. In the top right corner, a user profile for 'JULIE POLUTNIK' is displayed, also circled in red, showing the last logon date and time (12/14/10 03:42:23) and the password expiration date (01/30/11). Below the updates, there is a table with columns 'DATE' and 'UPDATE'.

DATE	UPDATE
Dec 9, 2010	WIMS Version 2 UPDATE: Attention BLM Users The issue on some BLM computers using Internet Explorer 7 (unable to Save in

Click on the “209” link on the left menu.

Once you are at the Welcome to 209 screen, as shown below, you can select from the “**Reports**”, “**Data Entry**”, and “**Setup**” functions. The “**FAMWEB Home Page**” button will take you back to the FAMWEB home page.

The screenshot shows the 'Welcome to 209 polutnik' screen. It features a form with the following fields:

- Enter the desired date: 1/4/2011
- Select the desired Dispatch Office: Coeur d'Alene Interagency Dispatch Center

Below the form are four buttons: Reports, Data Entry, Setup, and FAMWEB Home Page. At the bottom of the screen, there is contact information for the Fire Applications Helpdesk:

You can find the [209 User's Guide](http://gacc.nifc.gov/training/intelligence/) on line at <http://gacc.nifc.gov/training/intelligence/>
 For support, contact the Fire Applications Helpdesk
 phone: 1-800-253-5559 or 208-387-5290
 or e-mail: fire_help@fs.fed.us

Individual access rights to the program determine which buttons will appear on the screen.

- “**Report**” authority only allows the user to run reports.
- “**Data Entry**” authority gives the user data entry access.
- “**Setup**” authority allows that user to add and update/delete levels of security/access, as well as dispatch offices and units.

For more information about user authority please refer to Section VI. Site Management.

SITE NAVIGATION

To navigate within the ICS-209 screens you can use either a mouse or a combination of keys including the Tab key. The Tab key can be used to navigate through the data entry blocks. Using your mouse to navigate will allow you to move forward and backward through the data entry blocks. You can also use your mouse to scroll up and down or from left to right within a screen in order to view the rest of the data entry blocks.

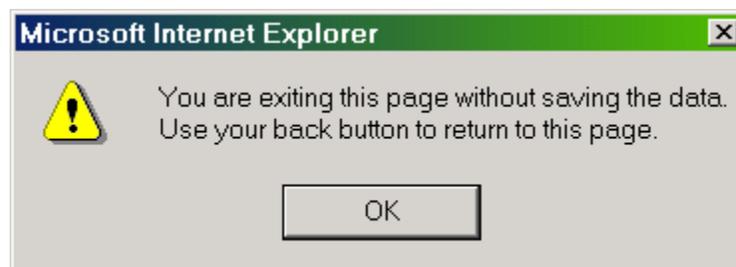
To use the keyboard for the Data Entry screens:

- Pressing the **Shift** key and then pressing the **Tab** key will move the cursor back to the previous field.
- The **Tab** key can be used to advance through various fields.
- **Up** and **Down Arrow** keys will allow you to move through pull-down menu choices.
- Pressing the **Tab** key selects the highlighted choice and moves the cursor to the next block.
- **Arrow** keys can be used to navigate through the radio buttons, and the **Space Bar** can be used to select or deselect one.
- The **Tab** key can be used to navigate through the check boxes, and the **Space Bar** can be used to select or deselect one.

Use the following tips for effective data entry:

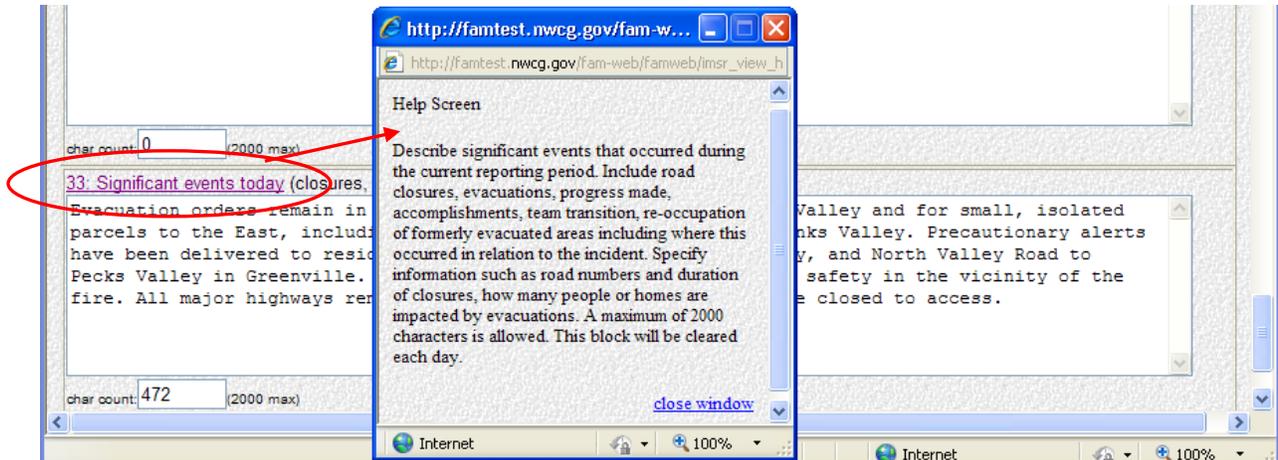
- ❖ **Don't use the "Enter" key** - it could submit the data you have entered (depending on the browser you are using) before you have filled in all the blocks on the screen, but it is not completely dependable as a method of submitting data.
- ❖ The **"Submit Data"** button is the most important button on any screen in the program. By clicking this button, the information you just entered is transmitted and stored in the database. It also will automatically take you to the next data entry screen.

If you forget to click the **"Submit Data"** button before leaving a screen, an alert message (shown below) will pop up.



Click **“OK”**. This will take you to the next data entry screen. Use the **“Back”** button on your browser to return to the previous screen. You will see this window again. Clicking the **“OK”** button will take you to the screen you just entered data. Click the **“Submit Data”** button.

- ❖ Help Links for each data entry block exist. By clicking on any of the links a help screen explaining what information is needed for that specific block will appear. In the example shown below, a link to Block **“33. Significant events today”** was clicked.



- ❖ Certain fields have pull-down lists (marked with down arrows, as shown below) that will let you select from the different choices available with a click of your mouse.

Do not use any special characters such as #, &, !, @, *, ?, etc. in numeric fields. A window, like the one shown below, will pop up and state you need to enter a positive number if you have entered a character in a numeric field.



Press **“OK”** to go back and make the correction.

- ❖ If you notice that you made a mistake while entering your data, don't panic. If you're still in that screen, you can use the mouse to go back and select another value or clear out the field. Go to “EDITING an ICS-209” instructions on page 17 for additional information.

“DELETE” Button Function

Located in the bottom right corner of Screen #1 adjacent to the “Submit Data” button you will see the “Delete” pull-down menu, as shown below.

The delete button drop-down menu defaults to “No”. You would only select “yes” from the drop-down on the rare occasion that an ICS-209 was entered that did not need to be. This will only delete the current ICS-209 and not any other ICS-209s for that incident number.

This page intentionally left blank

ICS-209 DATA ENTRY

GENERAL – ICS-209 Data Entry Instructions

The Incident Status Summary (ICS-209) is used to report large wildfires and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209.

ICS-209 reporting criteria are as follows:

- **Wildfires Managed for Full Suppression:** for full suppression wildfires an ICS-209 will be required when that fire meets large fire criteria. Large fires are classified as being one hundred (100) acres or larger in timber fuel types, three hundred (300) acres or larger in grass or brush fuel types, or when a Type 1 or 2 Incident Management Team (IMT) is assigned. An ICS-209 will be submitted daily until the incident is contained.
- **Wildfires Managed for Point or Zone Protection/Limited Perimeter Control or Monitor/Confine/Contain:** an ICS-209 will be submitted for any wildfire that is expected to remain active for more than 72 hours. The minimum ICS-209 requirements for these types of incidents are:
 - Create an initial ICS-209; complete blocks 1 through 15 and block 42, Remarks.
 - Complete blocks 45 through 47, Approval Information (required for all ICS-209 reports).
 - If national shared resources are committed to the incident, complete Block 43, Committed Resources.
 - Completion of additional reporting blocks can be implemented to meet the needs of an incident or GACC.
 - An updated ICS-209 will be submitted weekly (Thursday) if no significant event change occurs.
 - An updated ICS-209 will be submitted more frequently after or in anticipation of a significant change event.
 - A complete ICS-209 will be required daily if a Type 1 or 2 IMT is assigned.
- **Other significant events:** classified as incidents in which significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency IMT has been assigned.
 - **Note:** Refer to your Geographic Area Mobilization Guide for additional reporting guidelines.

There are 5 different screens you will be entering ICS-209 data. The screens are comprised of the following incident information:

- **Screen #1:** ICS-209 Blocks 1-14 (Current Date, Initial/Update/Final information, Cause, Incident Commander, Latitude/Longitude, Descriptive Location, etc.)
- **Screen #2:** ICS-209 Blocks 15-33 (Size, Estimated Costs, Injuries/Fatalities, Structure Information, Threat to Human Life/Safety, Projected incident movement, Values at Risk, Critical Resource Needs, Significant Events, etc.)
- **Screen #3:** ICS-209 Blocks 34-42 (Projected Final Size, Estimated Final Costs, Actions planned for next operational period, Remarks, etc.)
- **Screen #4:** ICS-209 Blocks 43-44 (Committed Resources, Cooperating and assisting Agencies)
- **Screen #5:** ICS-209 Blocks 45-47 (Prepared By and Approval Information)

Examples of each of these screens can be viewed in the “**ICS-209 Data Entry Instructions – by Block**” section of this guide (page 20).

Some specific instructions exist for particular Geographic Areas. These are noted following the general instructions that are listed for each procedure in this guide.

There are 47 blocks in which to enter data for each individual ICS-209. Pay careful attention to the way the blocks are used to report information. Instructions have been written to assist users in finding the most appropriate location to report specific information (e.g., projected incident movement/spread, values at risk, control problems and concerns, etc.). Additionally, Block 42 - “Remarks” can be used to expand upon entries made in previous blocks and marked accordingly.

The information in some of the blocks will be carried over each day. Blocks that clear each day are marked as such in the instructions for each block. Information that carries over from day to day may need to be updated, such as a change in Incident Commander or resources committed, a corrected location, etc. Existing data must be deleted before new data is entered—it does not automatically delete. Leave blocks blank if there is nothing to report. Zeros are not required if there are no numbers to report.

Blocks 1, 2, 4, 6, 11, 13, 14, 15, 16, 19, 31, and 45 must be completed in order for any ICS-209 to be accepted by the program. These blocks are identified with “*” by the title. Error messages will be generated if this information is not received or is incorrectly entered.

Block 46 must be completed in order for any 209 report to be approved and viewed from the Reports function. This block is identified with “**” by the title. An error message will be generated if this information is not entered.

Some blocks are number-only blocks in which **no text data will be accepted**. These are noted in the instructions for each block later in this section. Text entries in these blocks will create errors upon submission of the ICS-209.

Character maximums are listed for each individual block in the instructions below and on the Data Entry portion of the program. They appear at the bottom of the text blocks as:

char count: (2000 max)

- **NOTE FOR CALIFORNIA USERS ONLY:** Most of the information in the data entry blocks will not be cleared during the same date as it would for users reporting only once per day. Please enter or update information in each individual block when submitting an updated ICS-209 on the same date.

ICS-209 Forms and Documentation

All official ICS-209s generated by the FAMWEB applications can be printed out, signed by the Incident Commander, and maintained with other official incident documentation. Specific instructions for this process are located in the “**Processing Official ICS-209s**” section (page 55).

- **Note:** ICS-209 information maintained in this program's database should not be regarded as the official legal documentation required by the incident. This program was designed to allow for ICS-209 information to be placed and stored in a central database for more efficient access to incident information and summaries.

A blank copy of the official ICS-209 form can be referenced in Section VII. Appendix (pages 85-87).

ICS-209 PROGRAM ENTRY

Enter the 209 Program on the National Fire and Aviation Management Web (FAMWeb) site via the <http://fam.nwcg.gov/fam-web/> URL.

Click on the “Log On” link located on the left menu, as shown below.

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Tuesday, December 14, 2010

Add Program Request

FAMTEST

FEPMIS
Data Request Form

CMMS
FEPP Web Pages
Fire and Weather Data
FTP2 Site
GACC Web Pages
PocketCards

FAMWEB Logon Request
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

**Log On
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)**

This site is maintained by:
National Interagency Fire Center
Attn: National Information Systems Group

WELCOME TO FAMWEB

UPDATES

DATE	UPDATE
Dec 9, 2010	WIMS Version 2 UPDATE: Attention BLM Users The issue on some BLM computers using Internet Explorer 7 (unable to Save in ENFDR/EOBS and poorly formatted DRAWS tables) has been identified as a Java problem. The solution is to have your IT person reinstall Java.

The Fire and Aviation Management Web Applications web site brings together a variety of applications, tools, and services related to interagency fire and aviation management managed by the **National Wildfire Coordinating Group (NWCG)** and participating agencies. The website provides detailed information, data access, and application entry points for system users, interagency partners, providers, and the public.

Announcements

07/28/2010 - The KCFast NFMA5-PCHA data extract report has been fixed. This fix eliminates the duplicate fire records some users were seeing.

Click on **Complete List** to view all of the Announcements.

TechNotes

11/10/2010 - WIMS Technote V20 is now available: **WIMS Technote V20** and WIMS Technote WXML is available: **WIMS Technote WXML**

08/03/2010 - **FIRESTAT Technote**
FIRESTAT Technote - Updates to the Wildland Fire Report and the FORMATTA Electronic Form

A dialog box, as shown to the right, will pop up asking for your User Name and Password.

If the pop-up box does not appear, be sure to turn off pop-up blocker settings for this site, then try again.

Enter your “User Name” and “Password”.

Click the “Log on” button.

FAMWEB

Logon Required

This is a United States Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person constitutes consent to these items.

Please enter your User Name and Password to log on.

User Name

Password

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more than once.

If you logged on to FAMWEB successfully, your name and last logon information will be located in the upper right corner of the main page, shown below

Click on the “209” link on the left menu.

If you are unsure of your log-on ID or password, reference “**Logging on to the 209 Program**” instructions in Section II. Access To The 209 Program (page 5).

The 209 Welcome screen will look like the example shown below.

Enter the desired date

From the Welcome screen, enter the desired entry date of the 209. The date will default to the current day's date in Central Time.

If the current time is past 2400 Central Time, the date will need to be changed to the current date in your time zone.

Select the desired Dispatch Office

Select the correct data entry point from the drop-down menu.

- **Note:** If the appropriate dispatch office is not selected, the Unit ID you enter for the incident will not be accepted.

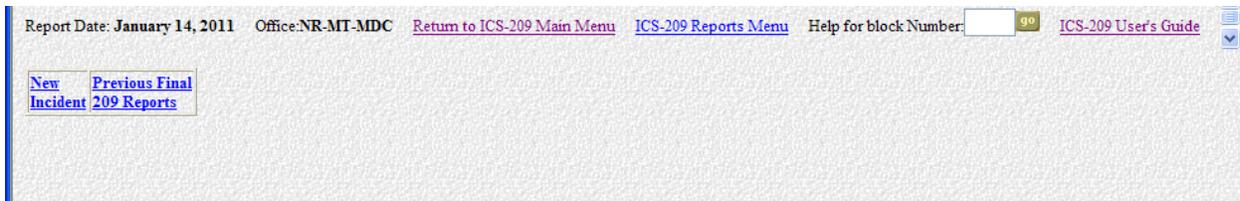
Emergency Coordination Centers (ECCs) and Dispatch Offices that have been assigned “**local**” access will only see their center in the drop-down menu.

GACCs and Incident Management Teams with GACC access can select either the GACC or the “local” dispatch center that has ICS-209 reporting authority for the Unit where the incident is occurring.

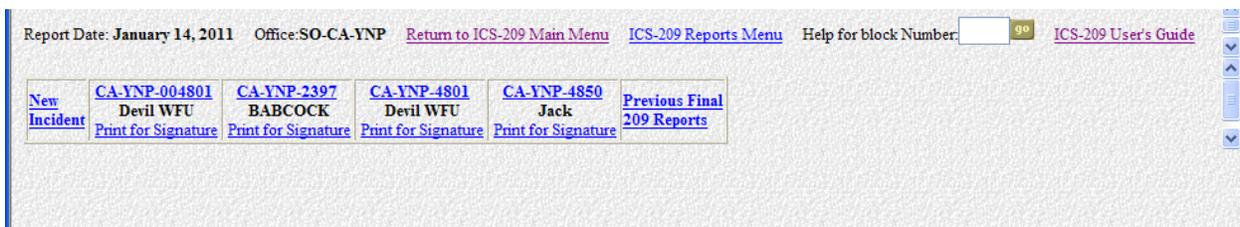
Click the “**Data Entry**” button.

The incident data entry screen will look like either of the following example screens.

- Screen view **without** any ICS-209 incidents.



- Screen view **with** active ICS-209 incidents.



The current “Report Date” and reporting “Office” are identified in bold black print in the upper right corner of either screen view.

The “**Return to the 209 Main Menu**” link at the top will return the user to the 209 Welcome screen. The “**ICS-209 Reports Menu**” link at the top will take the user to the Incidents 209 Reports menu screen. Additionally, the program’s guide can be accessed via the “**ICS-209 User’s Guide**” link.

Another way to view the help screens for data entry blocks, enter the desired block number in the text box next to “**Help for block Number**”, then click “Go”.

“NEW” INCIDENT

Click the **“New Incident”** button to create an ICS-209 for a new incident. To begin entering data, go to page 20 **“ICS-209 Data Entry Instructions – by Block”**.

**“EDITING” an ICS-209**

For the user's convenience, you can edit any of the 5 data entry screens.

- To edit **screen #1**, click the **incident number link**; **Example**: “WY-YNP-000500” for the Bear Gulch wildfire, as shown below.

An ICS-209 that has been entered can be edited again **if the Time (Block 2) and Date (Block 1) are not changed AND Approved By (Block 46) has not yet been filled in**. Changing the information in these blocks will create an additional ICS-209 rather than an edited version of the current ICS-209.

- To edit **screen #2**, click the **“2”** link to edit information for **Blocks 15 thru 33**.
- To edit **screen #3**, click the **“3”** link to edit information for **Blocks 34 thru 42**.
- To edit **screen #4**, click the **“4”** link to edit information for **Blocks 43 or 44**.
- To edit **screen #5**, click the **“5”** link to edit information for **Blocks 45 thru 47**.

**“UPDATING” an ICS-209**

Links to previously entered ICS-209s are arranged in the middle of the screen between the **“New Incident”** and **“Previous Final 209 Reports”** links as shown on the following page.



Clicking the desired incident number link (circled above) will bring up the latest ICS-209 submitted. From this point, the ICS-209 can be updated or finalized.

An ICS-209 that has been entered and submitted can be updated **by changing the time (Block 2) and/or date (Block 1)** and selecting **“Update”** in Block 3. Other blocks can be updated according to **“ICS-209 Data Entry Instructions – by Block”** (page 20).

- **NOTE FOR CALIFORNIA USERS ONLY:** An updated ICS-209 can be submitted as often as required each day within California. Each changed time that is entered in Block 2 will generate an additional ICS-209. **No fields will be cleared as they would if you were entering an update on a different date. Please update fields or delete existing data when it is no longer relevant.**

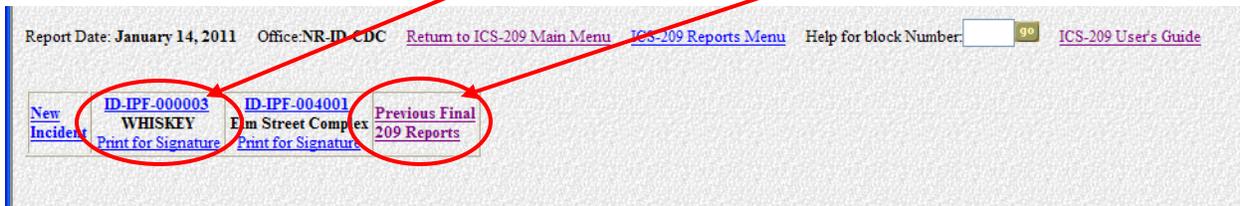
“FINALIZING” an ICS-209

A final ICS-209 can be created **only** when **“Final”** in Block 3 is selected. The time (Block 2) and date (Block 1) as well as the containment information (Block 17) and/or control information (Block 20) should be updated accordingly.

“Final” ICS-209s will be submitted according to each GACC’s reporting procedures (see your GACC mobilization guide for current year procedures):

- **Alaska** - until incident is 100% **contained** or when the incident no longer has significant effect on resource availability
- **California** – when less than 15 single resources remain assigned to an incident or when the incident no longer has any significant effect on agency resource availability
- **Eastern** - until incident is 100% **contained** or when the incident no longer has significant effect on resource availability
- **Great Basin** – 100% **contained** or **declared out**
- **Northern Rockies** – 100% **contained**
- **Northwest** – 100% **controlled**
- **Rocky Mountain** – 100% **contained**
- **Southern** – 100% **controlled**
- **Southwest** – when fire is declared 100% **contained** or **out**

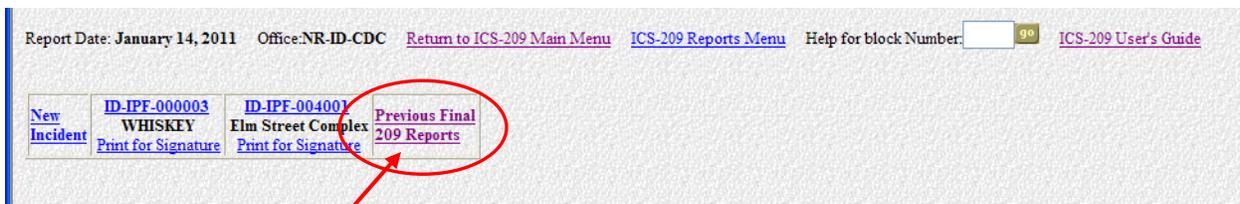
Incidents that are marked “Final” in Block 3 can be accessed on the day they were marked “Final” either by clicking the incident link or by clicking the “Previous Final 209 Reports” link.



PREVIOUS FINAL ICS-209 REPORTS

The “**Previous Final 209 Reports**” link will allow you to edit any ICS-209s that have been marked as “Final” in Block 3.

Individual ICS-209s cannot be edited once approved. When necessary, if a “Final” ICS-209 must be and changed back to an “Update”, a new ICS-209 must be completed and the “Update” radio button clicked.



Clicking the “Previous Final 209 Reports” link will take you to the screen shown below.



Selecting the “**Active 209 Reports**” link will return you to the “209 Entry” screen.

ICS-209 DATA ENTRY INSTRUCTIONS – by Block

1. Date* 01/15/2011	2. Time* 1725	3. Initial Update Final <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	4. Incident Number* MT -FHA -000145	<input checked="" type="radio"/> Single <input type="radio"/> Complex	5. Incident Name GRIZZLY GULCH	
6. Incident Kind* Wildland Fire Full Suppression - Perimeter Control <small>*Strategy Required for Wildland Fires</small>		7. Start Date 1/15/2011 Time 1450	8. Cause Lightning	9. Incident Commander G. McNitt	10. Incident Command Organization Type 2 Team	11. State-Unit* MT -FHA
12. County Missoula	13. Latitude and Longitude* Lat: 47° 11' 56" Long: 113° 43' 46" Ownership at origin: MT -FHA		14. Short Location Description* (in reference to nearest town): 8 miles West of Seeley Lake, MT			
Submit Data					Delete: No	

SCREEN #1: ICS-209 Blocks 1 - 14 (Current Date, Initial/Update/Final information)

- **Note:** Blocks 1, 2, 4, 6, 11, 13, 14, 15, 16, 19, 31 and 45 must be completed in order for any 209 report to be accepted by the program. These blocks are identified with “ * ” by the title.
- **Note:** Block 46 must be completed in order for any 209 report to be approved and viewed from the Reports function. This block is identified with “ ** ” by the title.

Block 1. Date *

The date automatically populates in Central Time. If there is a need to change the date to match the time zone you are in, enter the date using the preferred format of mm/dd/yyyy (e.g., 08/07/2011). **The current submission date for the report should be entered, not the start date of the incident.**

Block 2. Time *

Enter the time that the report was created, which may differ from submission time. This should be entered in military time (e.g., 1725). Do not add “hrs” as this block will **only accept numeric characters**. This block will be cleared out each day.

Block 3. Initial/Update/Final

Select “Initial”, “Update” or “Final” for the current ICS-209 you are entering.

This block defaults to “Initial” for a new entry, and “Update” for any update. **All ICS-209s except for the “Initial” and “Final” should be marked “Update”.**

- “Initial” - the first 209 created for the incident
- “Update” – subsequent reports for an existing incident
- “Final” – the last 209 for an incident

Marking a 209 “Final” removes it from the active incident list the next day. An incident that has been marked as “Final” can be found via the “Previous Final 209 Reports” link.

Block 4. Incident Number *

Enter the incident number that has been assigned by the jurisdictional agency. **Never use the same incident number for two different incidents in the same calendar year.**

The incident number should start with the 2-letter state identifier, followed by the 3- or 4-letter unit or agency identifier and the incident number. This is usually the incident project order number in Block 3 of the Resource Order (e.g., AZ-ASD-000006, ID-BOF-044681, UT-MLF1-035, WY-YNP-000500, or CO-CRD-R236).

Unit identifiers **MUST** already exist in the SIT Program in order for the ICS-209 to be accepted to the database.

Incident numbers can be changed by those users with GACC access. If an incident number needs to be changed, contact the GACC Intelligence Coordinator/Officer and request the change. Instructions for editing the incident number are located in "Edit Incident Number" (page 56).

Block 5. Incident Name

The "Single" radio button is the default for this block. Enter the incident name that has been assigned by the jurisdictional agency. Once a name has been assigned to the incident, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in "Remarks" (Block 42).

New for 2011, the program now has a feature that allows for reporting fires within complexes. If the ICS-209 is for a "Complex", click the "Complex" radio button and enter the name of the complex in this block. Follow the appropriate instructions outlined for "Complex and Multiple Objective Complex Reporting" on page 52.

Block 6. Incident Kind / Strategy *

Select the incident kind from the drop-down menu:

- Wildfire
- Prescribed Fire
- Burned Area Emergency Rehabilitation
- Earthquake
- Flood
- Hazardous Materials
- Hurricane
- Law Enforcement
- Mass Casualty
- Oil Spill
- Other (explain in Block 42, "Remarks")
- Search and Rescue
- Structure Fire
- Tornado

- Urban Search and Rescue

Strategy * (Wildfires ONLY)

Select from the drop-down menu the management strategy that best represents the situation for the operational reporting period:

- Full Suppression / Perimeter Control
- Point or Zone Protection / Limited Perimeter Control
- Monitor/Confine/Contain

Additional clarification can be made in the "Remarks" block (Block 42).

Block 7. Start Date

Enter the date in mm/dd/yyyy format and the time (military time - 1630) that the incident began in the respective data entry blocks.

Block 8. Cause

Select the appropriate choice from the drop-down menu.

For fire incidents enter the general cause (e.g., Human, Lightning, or Under Investigation).

For other incident kinds enter non-applicable (N/A).

Block 9. Incident Commander

For incidents managed by a single Incident Commander, enter both the first and last name. If the incident is under unified command, list all Incident Commanders by last name separated by a forward slash (e.g., Stam/Vail).

Block 10. Incident Command Organization

This block defaults to a blank. Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. Organizations include:

- Type 1 Team
- Type 1 IC
- Type 2 Team
- Type 2 IC
- Type 3 Team
- Type 3 IC
- Type 4 IC
- Type 5 IC
- Area Command
- Unified Command
- SOPL

This block should be left blank unless a recognized Incident Command Organization is assigned.

Block 11. State-Unit *

This block will default with the State and Unit that is entered in "Incident Number" (Block 4). This block is utilized to identify the unit that has protection responsibility. Therefore, this block can be edited with a different State and Unit identifier if needed.

Unit identifiers **MUST** already exist in the SIT Program in order to be used when filling out the ICS-209.

Block 12. County

Enter the county in which the incident originated. If other counties are involved, enter them in "Remarks" (Block 42).

Block 13. Latitude and Longitude *

Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident. If possible, when using GPS to determine the latitude and longitude, set the receiver datum to NAD83. This data is utilized to generate maps and reports from the local level up to the national level.

Ownership at Origin

This block will default with the State and Unit that is entered in "Incident Number" (Block 4). This block is utilized to identify the ownership of the land the fire originated on. Therefore, this block can be edited with a different State and Unit identifier if needed (e.g., MT-MDCI for private lands within the Missoula Dispatch Zone; MT-LNF for Lolo National Forest, etc.).

If the incident originated in a state other than the jurisdictional unit managing the incident identified in the Block 11 (State-Unit), enter the appropriate information in "Remarks" (Block 42).

- **Example:** This incident started on private land in South Dakota, but is being managed by the Miles City Field Office of BLM.

Block 14. Short Location Description * (in reference to nearest town)

Give a general location, number of miles and compass direction referring to the nearest town (e.g., 20 miles SE of Mammoth, WY). A legal location may also be included, such as Township, Range, Section, and Meridian (e.g., T55N, R112W, Sec. 3 SP). This information is important for readers unfamiliar with the area to be able to quickly identify the general location of the incident on a state map.

Submit - Screen #1

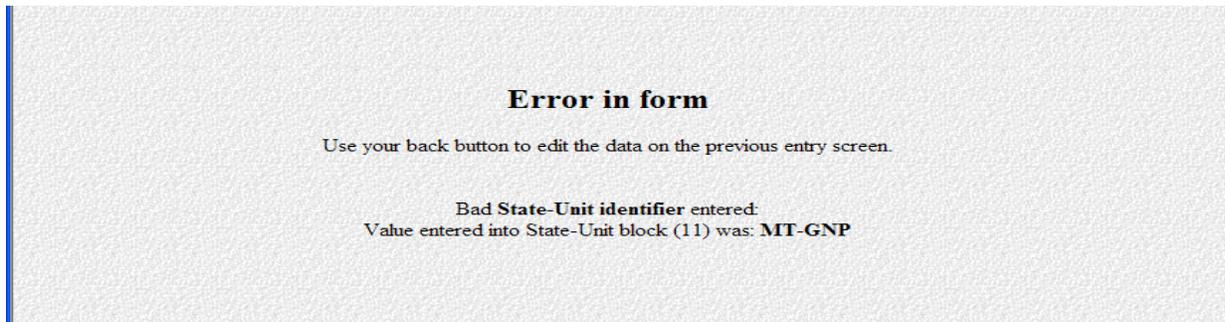
Click on the "Submit Data" button. If all information was entered correctly, the second data entry screen will appear.

If data is missing from a required block, a message alert similar to the one shown to the right will appear:

Click the "OK" button to return to the data entry screen. Enter any missing or invalid data then click the "Submit Data" button.



The error message, shown below, will display if you entered bad data (such as a unit identifier not identified in the database).



Use the "Back" button to return to the previous screen. Fix any erroneous data identified then click the "Submit Data" button.

SCREEN #2: ICS-209 Blocks 15-33 (Size, Structure and Threat information)

As shown below, the top line of data entry screen illustrates the user entered type of incident, Incident Number, Incident Name, Current Report Date / Time, and active screen you are entering data. The second line identifies the data entry screen.

The screenshot shows the top portion of the ICS-209 data entry screen. At the top, a header bar contains the following information: WF, Number: MT-FHA-000145, Name: GRIZZLY GULCH, Report Date: 01/15/2011, Time: 1725, Last 209 Date: 01/15/2011, Time: 1725, and Screen: 2. Below this, a sub-header indicates 'ICS-209 blocks 15-33'. The main form area is divided into several sections:

- Block 15:** Size/Area Involved* (25170 ACRES) and Block 16: % Contained or MMA* (10 Percent).
- Block 17:** Expected containment (Date: / / 2011).
- Block 18:** Line to Build (CHAINS).
- Block 19:** Estimated Costs to Date* (1450000).
- Block 20:** Declared Controlled (Date: / / 2011, Time:).
- Block 21:** Injuries this Reporting Period.
- Block 22:** Injuries to Date.
- Block 23:** Fatalities.
- Block 24:** Structure Information table with columns for Type of Structure, # Threatened, # Damaged, and # Destroyed.

Type of Structure	# Threatened	# Damaged	# Destroyed
Residence	1500	1	1
Commercial Property	100	0	0
Outbuilding/Other	1500	0	7
- Block 25:** Threat to Human Life/Safety. Includes checkboxes for: Evacuation(s) in progress, No Evacuation(s) imminent, Potential Future Threat, and No Likely threat.

Block 15. Size/Area Involved *

For fire incidents, enter the acreage. If a precise figure is not available, use an estimate and note in Block 42.

If more than one land ownership is involved, click on “Enter Size/Area by Unit” link (shown below) and enter the units and acreage for each involved. This information will carry over to Block 42, “Remarks” of the printable 209 form.

This screenshot illustrates the process of entering land ownership information. On the left, the '15. Size/Area Involved' field shows '25170 ACRES'. A red circle highlights the 'Enter Size/Area by Unit' link. An arrow points from this link to a pop-up window titled 'Area Breakout by Land Management Unit for MT-FHA-000145 GRIZZLY GULCH'. The pop-up window contains a table with the following data:

List of Units	Unit Identifier	Size	Remove Unit
List	MT-FHA	1821	<input type="checkbox"/>
List	MT-LNF	5379	<input type="checkbox"/>
List	MT-MDCI	15850	<input type="checkbox"/>
List	MT-SWS	2120	<input type="checkbox"/>
List			<input type="checkbox"/>
		Total area	25170

 A red box with a white background contains the text: "List link allows users to select Units by Geographic Area."

For Complex incidents identified as:

- **“Single”** in Block 5, enter the total acreage in this block, and break out each fire with acreage in Block 42, “Remarks”.
- **“Complex”** in Block 5, click the **“Complex: Enter individual Fire information”** link, and enter appropriate information. The individual fire name, suppression strategy, size and cost to date information will carry over to Block 42, “Remarks” on the printable 209 form.

For other incidents kinds, enter the appropriate descriptive size (square miles, hectares, square kilometers). Information on descriptive size can also be entered in Block 42, "Remarks".

Block 16. % Contained or % of Management Objectives Completed *

For wildfire incidents enter the percent of the incident that is contained. For wildfires managed under a monitor/confine/contain strategy enter the percentage of management objectives completed. This is a number entry block only; do not enter symbols or alpha characters. This block will be cleared out each day.

For non-fire incidents, leave blank unless appropriate.

Block 17. Expected Containment

For fire incidents, enter the date in mm/dd/yyyy format, (e.g., 09/27/2011) at which full containment is expected.

Block 18. Line to Build

For wildfire incidents, enter the number of chains, feet, meters, or miles of line still to be completed. The drop-down box defaults to chains, so if using miles, meters, or feet please specify. This block will be cleared out each day.

For other incident kinds, such as hazardous materials or flood incidents, other measurements, such as square miles may be appropriate and should be noted in Block 42, "Remarks".

Block 19. Estimated Costs to Date *

Enter the total incident costs to date in a whole dollar amount (e.g., 250000). This is a number character block only; if symbols or alpha characters are entered the program will automatically clear them out of the entry screen, but will add them to completed 209 and subsequent reports. This block will be cleared out each day.

If costs decrease, explain in Block 42, "Remarks", as to why the decrease occurred.

For Complex incidents identified as:

- **"Single"** in Block 5, enter the total estimated costs in this block, and break out each fire's cost in Block 42, "Remarks".
- **"Complex"** in Block 5, this field will be populated with the sum total of the individual fire's cost entered when the **"Complex: Enter individual Fire information"** link (Block 15, Size/Area Involved) was clicked.

Block 20. Declared Controlled

Enter the date in mm/dd/yyyy format and military time at which the incident was declared controlled (e.g., 02/17/2011, 1500). This field is for current information and is not to be used as an outlook of when the incident is expected to be controlled.

Once this block had been filled, the report is considered to be final. Remember to check the "Final" button in Block 3.

Block 21. Injuries This Reporting Period

Enter the number of serious injuries for this reporting period. Serious injuries are those in which the person injured is unable to continue to perform in their incident assignment. Explain or describe the nature of any reported injuries in Block 42, "Remarks". This block will be cleared each day.

Block 22. Injuries to Date

Enter the total number of serious injuries for the duration of the incident. This is a cumulative total number that must be manually entered; the program does not do it automatically.

Block 23. Fatalities

Enter the cumulative total of fatalities for the duration of the incident. Fatalities are to only include resources assigned to the incident. Verify and clear any fatality information with the Incident Commander or Agency Administrator prior to submission.

Block 24. Structure Information

Structure information is accounted for according to structure type. Types are defined as follows:

- **Residence:** a place where one lives: a house, apartment, or other shelter used as the residence of a person, family or household. This includes primary and secondary residences. Duplexes and apartments are to be considered as multiple residences.
- **Commercial Property:** real estate zoned for business or industrial use. This includes income-producing property, such as office buildings, restaurants, shopping centers, hotels, industrial parks, warehouses, and factories.
- **Outbuilding/Other:** a constructed building not designed for continuous human occupancy, such as barns, equipment sheds, outhouses, etc. Other structures or outbuildings do not include power poles, fences, pipelines, bridges, etc.

These are number-only entry boxes.

- **# Threatened:** Enter the number of structures threatened by type for the current reporting period. A structure is threatened if it is at risk of loss or damage, or endangered during the operational reporting period. This typically includes structures subject to mandatory evacuation. This block will be cleared out each day.

- **# Damaged:** Enter the number of structures damaged by type for the duration of the incident. A structure is damaged if its' usefulness or value is impaired. This block will be carried over each day.
- **# Destroyed:** Enter number of structures destroyed for the duration of the incident. A structure destroyed is equivalent to a structure declared lost. This block will be carried over each day.

Describe potential structure threats in Block 27, "Values at Risk".

If needed, detail additional structure information about structure type breakdowns in Block 42, "Remarks".

The program will automatically tally the number of damaged and destroyed structures. If the number of structures damaged or destroyed goes down from one day to the next, the program will prompt with a message requiring the user to verify the drop in number.

Block 25. Threat to Human Life/Safety

Check any or all boxes that are relevant for the reporting period for each of these situations:

- Evacuation(s) in progress
- No evacuations(s) imminent
- Potential future threat
- No likely threat

Due to the sensitivity of the information be accurate in your assessment. Provide a detailed explanation of these events in Blocks 26, 27, 29, or 42 as they apply.

Block 26. Projected Incident Movement/Spread

Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12, 24, 48, and 72 hour timeframes. Include an estimate of the acreage or area that will be affected. Emphasize the predicted movement of the fire, not the predicted fire behavior. Include the "why" (conditions affecting fire behavior such as low RH or high winds) and the "where" of the prediction (location, direction and amount of spread). The predicted movement of the fire should be consistent with the timeframes reported for values threatened in Block 27. Each data entry block has a maximum of 2000 characters. This block will be cleared each day.

Data entry examples for this block is shown on the following page:

[26. Projected incident movement/spread](#) in 12, 24, 48, and 72 hour time frames:

12 hours	Increasing fire activity due to SW winds of 25-30 MPH with movement up the west flank towards Seeley Lake along the northeast corner of the perimeter	char count: <input type="text"/> (2000 max)
24 hours	Same as previous	char count: <input type="text"/> (2000 max)
48 hours	Fire will establish in the Deer Creek drainage on the east flank and move up drainage .5 mile towards Placid Creek. Growth of 200-300 acres expected along the north perimeter of the fire over the next 48 hours, and lower temperatures with decreased fire activity.	char count: <input type="text"/> (2000 max)
72 hours	Continued spread to west shore of Seeley Lake and north to south side of Inez Lake and south towards Vaughn Creek	char count: <input type="text"/> (2000 max)

Block 27. Values at Risk

Describe significant threats to communities, critical infrastructure, natural and cultural resources such as timber, wildlife, habitat, watershed, agricultural areas, endangered species, historical resources, or other valuable resources and describe their value or significance in terms of 12, 24, 48, and 72-hour time frames. For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours.

An example of a non-wildfire incident would be when flood waters are rising and a mobile home park will be inundated in 48 hours. Each data entry block has a maximum of 500 characters. These blocks will be cleared each day.

[27. Values at Risk:](#) include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:

12 Hours	West side residences along Seeley Lake. Timber, recreational areas, fish and wildlife habitat.	char count: 94 (500 max)
24 Hours	Town of Seeley Lake, MT. Commercial properties. Cell tower and historic lookout. Timber and recreational areas.	char count: 110 (500 max)
48 Hours	residences north including Lake Inez. Timber and cultural resources.	char count: 68 (500 max)
72 Hours		char count: <input type="text"/> (500 max)

Block 28. Critical Resource Needs

List the specific types, numbers of and for how many operational periods the critical resources are needed, in order of priority and in 12-, 24-, 48-, and 72- hour increments. For example, 12 hours: 1 Type 1 helicopter (3), 1 Type 2IA handcrew (3); 24 hours: 1 Type 1 helicopter (3), 1 Type 2IA handcrew (3); 48 hours: 5 Type 3 engines with STEN (2); 72 hours: 3 Type 2IA handcrews (4), Type 2 helicopter with bucket.

Additional documentation in Blocks 26, 29, 33, 38, 40 and 42 as they apply, can help support and justify the need for the critical resources. Each data entry block has a maximum of 250 characters. These blocks will be cleared each day.

The screen shown below is an example of Block 28.

28. Critical Resource Needs (amount, type, kind and number of operational periods () in priority order in 12, 24, 48, and 72 hour time frames):

12 hours	1 Type I Helicopter (3), 1 Type 2IA Handcrew (3)	char count: 48 (250 max)
24 hours	1 Type I Helicopter (3), 1 Type 2IA Handcrew (3)	char count: 48 (250 max)
48 hours	5 Type III Engines with STEN (2),	char count: 34 (250 max)
72 hours	3 Type 2IA Handcrews (4), 1 Type II Helicopter with bucket (3)	char count: 62 (250 max)

Block 29. Major Problems and Concerns

Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and extreme fire behavior anticipated in the next two to three operational periods. Include social/political/economic concerns or impacts. Relate critical resource needs to the planned actions if given the critical resource and how the resource is going to be utilized to mitigate the situation (e.g., T1 engines critical for structure protection). Specific resources that are threatened should be listed in Block 27. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 29.

29. Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

Need continuous suppression air support to provide lookout and to assist with the line construction and structure protection operations. Lack of line overhead to maintain safety of line resources. Large number of structures and area to protect. Expected hotter, drier, and windier weather pattern for the next few days. Steep mountainous terrain and extremely dry conditions and continued spotting of the fire up to 1 mile ahead of the front. Fire continues to threaten communities and structures in urban interface area.

char count: (2000 max)

The screen shown below is an example for Blocks 30 and 31.

<p>30: Observed Weather for Current Operational Period</p> <p>Peak Gusts (mph): <input type="text" value="5-15"/></p> <p>Max Temperature: <input type="text" value="80-90"/></p> <p>Wind Direction: <input type="text" value="W"/></p> <p>Min Relative Humidity: <input type="text" value="12-22"/></p>	<p>31: Fuels/Materials Involved Primary Fire Behavior Fuel Model: <input type="text" value="Heavy Logging Slash"/></p> <p>Continuous dead and down lodgepole, was in thick spruce, but moved to the lodgepole. Model 8/9/10 (TIMBER) higher elevation slopes and 2 / 1 (Grass and Timber) lower slopes and valleys.</p> <p>char count: <input type="text"/> (250 max)</p>
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Block 30. Current Weather Conditions

For fire incidents, enter the current readings for peak wind gusts, wind direction, maximum temperature, and minimum relative humidity. For non-fire incidents complete only if relevant. If additional weather conditions are a factor utilize Block 42, "Remarks" to describe specifics. This block will be cleared each day.

Block 31. Fuels/Materials Involved *

For wildfire incidents, select the appropriate *primary fuel* carrier from the thirteen Fire Behavior Fuel Models in the pull-down menu, list shown below. This portion of the block is required.

The Primary Fire Behavior Fuel Models include:

- 1 Short grass (1 Foot)
- 2 Timber (grass and understory)
- 3 Tall Grass (2.5 Feet)
- 4 Chaparral (6 Feet)
- 5 Brush (2 Feet)
- 6 Dormant Brush, Hardwood Slash
- 7 Southern Rough
- 8 Closed Timber Litter
- 9 Hardwood Litter
- 10 Timber (litter and understory)
- 11 Light Logging Slash
- 12 Medium Logging Slash
- 13 Heavy Logging Slash

Additional information pertinent to fuels/materials involved can be described in the text block for any incident or event kind, including additional detail on the types of fuels involved (e.g., while the primary fuel on a wildfire may be light logging slash, a number of other fuel types may be involved such as grass and chaparral. A hazardous materials incident might involve 120 gallons of diesel fuel or propane). A maximum of 250 characters is allowed. This block will carry over each day.

Block 32. Today's Observed Fire Behavior

For fire incidents, describe the fire behavior observed for the current reporting period in general terms. Leave this block blank for other kinds of incidents. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 32.

[32: Today's observed fire behavior](#) (leave blank for non-fire events):

Today: Increased west winds and scattered cumulus and Thunderstorms with associated downdrafts increased fire behavior on the NE corner pushing the fire into Archibald Creek and towards road 465. Observed behavior includes group torching and short range spotting.

char count: (2000 max)

Block 33. Significant Events Today

Describe significant events occurring during the current reporting period. Include road closures, evacuations, progress made, accomplishments, team transition, re-occupation of formerly evacuated areas including where this occurred in relation to the incident. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations. A maximum of 2000 characters is allowed. This block will be cleared out each day.

The screen shown below is an example of Block 33.

[33: Significant events today](#) (closures, evacuations, significant progress made, etc.):

Crews and Equipment continued to construct line to redirect away from Placid Lake structures. Air support was used to assist by cooling the edge and providing an extra Lookout. Structures along the west shore of Seeley Lake were being evaluated and prepped. Crews on the NE line disengaged and began indirect line prep along the road 2190. Heavy lift helicopters and 2-CL 215s were used to support fireline construction. 675 residences remain evacuated from areas west of Hwy 83, Placid Lake, and Double Arrow Sub-division. Town of Seeley lake is under a 12 hr pre-evacuation notice and a 12-24 hr pre-evacuation notice. Residences south of the Double Arrow to MT Hwy 200 and east to Cotton Creek are still under a 12-24 hr pre-evacuation notice. Traffic restrictions on Hwy 83, open

char count: (2000 max)

Submit - Screen #2

Upon completing Blocks 15 thru 33 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the second data entry screen. This will take you to the third data entry screen.

SCREEN #3: ICS-209 Blocks 34-42 (Actions Planned, Remarks, etc.)

WF	Number: MT-FHA-000145 Name: GRIZZLY GULCH	Report Date: 01/15/2011 Time: 1725	Last 209 Date: 01/15/2011 Time: 1725	Screen: 3
ICS-209 blocks 34-42				
34. Forecasted Weather for next Operational Period		35. Estimated Control		36. Projected Final Size
Wind Speed (mph): 15-25	Temperature: 85-95	Date: / / 2011		
Wind Direction: W	Relative Humidity: 8-15	Time:		

Block 34. Forecasted Weather for next operational period

For fire incidents, enter the next operational period's forecast wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted weather events such as dry lightning, frontal passages, inversions, and gusty/erratic winds in Block 42, "Remarks". For non-fire incidents in which other weather conditions are a factor, use "Remarks" (Block 42) to describe the conditions. This block will be cleared each day.

Block 35. Estimated Control

For fire incidents, provide the date and time in mm/dd/yyyy and military time format at which control is expected.

For non-fire incidents, enter the date and time at which significant incident support will be discontinued.

Block 36. Projected Final Size

Enter an estimate of the total area that is expected to be involved or affected over the course of the incident. Use acres, hectares, square miles, etc., as appropriate. This is not a number entry only box, so character labels may be used.

Block 37. Estimated Final Cost

Enter an estimate of the total costs for the incident once all finance costs have been processed (e.g. 250000). This is a number only entry box, so do not enter symbols or alpha characters.

Block 38. Actions Planned for Next Operational Period

Provide a short summary of actions planned for the next operational period. For example, team transitions, line construction operations, structure protection, etc. Describe the actions and activities being carried out by the responders. A maximum of 2000 characters is allowed. This block will be cleared out each day.

Data entry examples of Blocks 39 thru 41 are shown on the following page:

39: For fire incidents, describe resistance to control in terms of.	
1. Growth Potential -	High
2. Difficulty of Terrain -	Medium
40: Given the current constraints, when will the chosen management strategy succeed?	
If weather holds there is a moderate chance of success to meet the resource and structure protection objectives	
char count:	(500 max)
41: Projected Demobe Start Date:	/ / 2007 Time:

Block 39. For Fire Incidents, Describe Resistance to Control in terms of...

From each drop-down menu, select the fire's resistance to control in terms of growth potential and difficulty of terrain. Options are: Low, Medium, High, and Extreme. This block will be cleared out each day.

Block 40. Given the current constraints, when will the chosen management strategy succeed?

Give a short assessment of the likelihood of meeting the containment or control targets given the current resources and management strategy. Tie in information related to critical resource needs as expressed in Block 28. If containment is unlikely, explain why and reflect containment and control targets accordingly in Blocks 17 and 33. A maximum of 500 characters is allowed. This block will be cleared out each day.

Block 41. Projected demobilization start date

Enter the date and military time at which significant demobilization is expected to begin in mm/dd/yyyy and military time format.

Block 42. Remarks

This block is used to expand on information that has been entered in previous blocks, or to include other pertinent information not previously addressed.

Other information to include in this block would be: Incident Command Team transitions or transfer of command back to the local unit; reasons for acreage or cost reductions; injuries that have occurred; or more detailed weather descriptions affecting the incident. This block will be cleared each day.

For Complex incidents identified as:

- **"Single"** in Block 5, list all fires included in the complex. For example, ***"Fires in this complex include: Bear (290 ac.), Elk (1004 ac.), Icicle Creek (10 ac.)."***
- **"Complex"** in Block 5, each individual fire's name, suppression strategy, size and cost to date information entered in Block 15 (Size/Area Involved) **"Complex: Enter individual Fire information"** will carry over to Block 42, "Remarks" on the printable 209 form.

The screen shown on the following page is an example of Block 42.

[42. Remarks:](#)

Two community meetings were held last evening (8/6; at Seeley Lake and Bonner) to inform residences and evacuees on fire conditions and to answer questions. Both sessions were well attended with over 200 people at each. Three community meetings will be held this evening (Seeley Lake, Ovando, and Bonner) to inform residences and evacuees on fire conditions and to answer questions. National Weather Service in Missoula issued a Red Flag Warning for Dry thunderstorms with accompanying gusty winds 15-25 mph with possible gusts to 45 mph and low RH. MT Governor visited the fire area today.

char count: (2000 max)

Submit - Screen #3

Upon completing Blocks 34 thru 42 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the third screen. This will take you to the fourth data entry screen.

- **INTL** International Resources
- **LGR** Local Government Resources
 - **Example:** cities, rural fire departments, fire protection districts, fire districts, community service fire districts, volunteer fire departments, townships.
 - List individual agencies in “Cooperating Agencies” (Block 44).
- **NPS** National Park Service
- **OES** Office of Emergency Services
 - **Example:** California Governor’s Office of Emergency Services.
- **OTHR** Assisting agencies that **do not fit** into any other category
 - **Example:** Red Cross, Salvation Army, FEMA, OAS
- **PRI** All private resources
 - **Example:** contractors that are not CWN or AD
- **ST** State resources
 - State Departments of Forestry or Department of Natural Resources
 - Should not include OES
 - List individual state agencies in “Cooperating Agencies” (Block 44).
- **USFS** United States Forest Service
- **WXW** National Weather Service

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4																
43: Committed Resources																
Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel	
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR			
<input type="checkbox"/> NPS													1		1	
<input type="checkbox"/> OTHR													73		73	
<input type="checkbox"/> BIA			3					1					3	1	83	
<input type="checkbox"/> ST					1	1		3					3		17	
<input type="checkbox"/> CNTY								1					1		4	
<input type="checkbox"/> PRI			1				1	18		9		10	15		102	
<input type="checkbox"/> USFS	4				1			2					39		108	
<input type="checkbox"/> BLM								1					8		31	
<input type="checkbox"/> FWS													4		4	
<input type="checkbox"/> WXW													1		1	
Total	5	0	4	0	2	1	1	26	0	9	0	10	148	1	424	

Enter values for each type of resource belonging to that agency. CWN and AD resources should be listed under the agency that hired them. Committed resource types are as follows:

- **CRW1** Type 1 Crews
- **CRW2** Type 2 Crews
- **HEL1** Type 1 Helicopters
- **HEL2** Type 2 Helicopters

- **HEL3** Type 3 Helicopters
- **ENGS** All Engine Types
- **DOZR** Bulldozers
- **WTDR** Water Tenders
- **OVHD** Overhead Personnel
- **Camp Crews**

The "Total Personnel" column should include the total number of people committed to the incident by agency. This number includes all personnel on crews, engines, helicopters (module and pilots), etc. listed for each agency.

The program will not calculate the number of personnel assigned to each resource. Enter the total personnel count manually for each agency in the "Total Personnel" block.

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
<input type="checkbox"/> NPS													1		1
<input type="checkbox"/> OTHR													73		73
<input type="checkbox"/> BIA			3					1					3	1	83
<input type="checkbox"/> ST					1	1		3					3		17
<input type="checkbox"/> CNTY								1					1		4
<input type="checkbox"/> PRI			1					18		9		10	15		102
<input type="checkbox"/> USFS	4				1			2					39		108
<input type="checkbox"/> BLM	1							1					8		31
<input type="checkbox"/> FWS													4		4
<input type="checkbox"/> WXW													1		1
Total	5	0	4	0	2	1	1	26	0	9	0	10	148	1	424

Do not confuse single resource (SR) with strike teams (ST) in each resource type column. Calculate the correct number of personnel for each strike team.

- **Note:** If the "Total Personnel" sum does not seem to be adding the entered personnel totals correctly, **check to make sure the Java Script on your browser is turned on.**

To delete a line in the resource screen, check the box under the red "X".

WF Number: MT-FHA-0000145 Name: GRIZZLY GULCH Report Date: 01/15/2011 Time: 1725 Last 209 Date: 01/15/2011 Time: 1725 Screen: 4

13. Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
<input type="checkbox"/> NPS													1		1
<input type="checkbox"/> OTHR													73		73
<input type="checkbox"/> BIA			3					1					3	1	83
<input type="checkbox"/> ST					1	1		3					3		17
<input type="checkbox"/> CNTY								1					1		4
<input type="checkbox"/> PRI			1				1	18		9		10	15		102
<input type="checkbox"/> USFS	4				1			2					39		108
<input type="checkbox"/> BLM	1							1					8		31
<input type="checkbox"/> FWS													4		4
<input type="checkbox"/> WXW													1		1
Total	5	0	4	0	2	1	1	26	0	9	0	10	148	1	424

When you check the box, a popup window (shown below) will appear. Click "OK" to remove the agency.



CALIFORNIA USERS will see additional blocks for Supplemental Committed Resources, when submitting Wildfire, Prescribed Fire, Burned Area Emergency Rehabilitation, Flood, Hurricane, Law Enforcement, Oil Spill, Other and Tornado incident kinds. An example screen is shown below. **These blocks will not appear for any other Geographic Areas.**

43: Committed Resources (Supplemental Resources)					
Agency	HELTK	FIXW	TRKCO	RESMD	LTAIR
	SR	SR	SR	SR	SR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>				

California's Supplemental Committed Resources include the following:

- **HELTK** Helitankers
- **FIXW** Fixed Wing Aircraft, including Airtankers
- **TRKCO** Aerial Truck Companies
- **RESMD** Rescue/Medical Unit
- **LTAIR** Lighting and Breathing Air Support Unit

The number of personnel per **agency is the same number shown per agency on the top data entry screen**, therefore, any additional personnel per agency **should be added by hand to the existing "Total Personnel" number** and the revised total should replace the number in the "Total Personnel" column.

Earthquake incidents will enter the number of earthquake specialized equipment, aircraft, crews and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources															
X Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	WTDR	USAR CO	USAR CRW	USAR TF	CRW1	CRW2	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	
<input type="checkbox"/> USFS	3											1		43	78
<input type="checkbox"/> CNTY									1					15	27
<input type="checkbox"/> ST	4			6										27	53
<input type="checkbox"/> LGR	2													23	31
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
Total	9			6					1			1		108	189

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **RES MED** Rescue/Medical
- **HVY RES** Heavy Rescue
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **HELI** Helicopter
- **WTDR** Water Tender
- **USAR CO** Urban Search and Rescue Company
- **USAR CRW** Urban Search and Rescue Crew
- **USAR TF** Urban Search and Rescue Task Force
- **CRW1** Type 1 Crew
- **CRW2** Type 2 Crew
- **OVHD** Overhead Personnel

Hazardous Materials incidents will enter the number of distinctive hazardous materials equipment, units, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43. Committed Resources									
X Agency	ENGS		TRK CO	HM UNIT	RES MED	LIGHT AIR	DECON UNIT	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR		
<input type="checkbox"/> CNTY								3	3
<input type="checkbox"/> DDQ				8					14
<input type="checkbox"/> LGR								5	5
<input type="checkbox"/> PRI					7				14
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
Total				8	7			8	36

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **HM UNIT** Hazardous Materials Unit
- **RES MD** Rescue/Medical Unit
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **DECON UNIT** Hazardous Materials Decontamination Unit
- **OVHD** Overhead Personnel

Mass Casualty incidents will enter the number of specific mass casualty aircraft, crews, equipment, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources												
X Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST										
<input type="checkbox"/> LGR	12		5							14	8	82
<input type="checkbox"/> CNTY											20	20
<input type="checkbox"/> PRI										20		40
<input type="checkbox"/> ST											10	10
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
Total	12		5							34	38	152

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **QUINT** Quint, Combination
- **MEDIC SQUAD** Medic Squad
- **SQUAD** Squad
- **HVY RES** Heavy Rescue Unit
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **HEL** Helicopter
- **ALS AMBUL** Advanced Life Support Transport Ambulance
- **OVHD** Overhead Personnel

Search and Rescue incidents will enter the number of specialized search and rescue teams, aircraft, equipment, and overhead personnel committed by agency and type of resource under the appropriate column via the "Committed Resources" screen shown below.

43: Committed Resources														
<input type="checkbox"/> Agency	SRCH DOG	GRND TEAM	TECH RES TM	MNT RES TM	NOR/ALP ICE TM	MNTED TEAM	CAVE TEAM	MINE TEAM	UNDWTR TEAM	4x4 TEAM	FIXED WING	HEL	OVHD	Total Personnel
<input type="checkbox"/> CNTY		2										1		22
<input type="checkbox"/> USFS												1	13	18
<input type="checkbox"/> LGR				1										10
<input type="checkbox"/> PRI													5	5
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														
Total		2		1								2	18	55

Committed resources listed are as follows:

- **SRCH DOG** Search Dogs
- **GRND TEAM** Ground Search Team
- **TECH RES TM** Technical Rescue Team
- **MNT RES TM** Mountain Rescue Team
- **NOR/ALP ICE TM** Nordic/Alpine/Ice Team
- **MNTED TEAM** Horse Mounted Team
- **CAVE TEAM** Cave Rescue Team
- **MINE TEAM** Mine Rescue Team
- **UNDWTR TEAM** Underwater Search and Rescue Team
- **4x4 TEAM** Ground Team Equipped with Four-Wheel Drive or All Terrain Vehicles
- **FIXED WING** Fixed Wing Aircraft
- **HEL** Helicopter
- **OVHD** Overhead Personnel

Structure Fire incidents will enter the number of unique structure fire aircraft, crews, equipment, and overhead personnel committed by agency and type of resource under the appropriate "SR" (Single Resource) or "ST" (Strike Team) column via the "Committed Resources" screen shown below.

43: Committed Resources															
X Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	WTDR	SALVG	HOSE SUPT	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST													
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
<input type="checkbox"/>															
Total															

Committed resources listed are as follows:

- **ENGS** Engines
- **TRK CO** Aerial Truck Company
- **QUINT** Quint, Combination
- **MEDIC SQUAD** Medic Squad
- **SQUAD** Squad
- **HVY RES** Heavy Rescue Unit
- **LIGHT AIR** Lighting and Breathing Air Support Unit
- **WTDR** Water Tender
- **SALVG** Salvage Unit
- **HOSE SUPT** Large Diameter Supply Line Support Unit
- **HEL** Helicopter
- **ALS AMBUL** Advanced Life Support Transport Ambulance
- **OVHD** Overhead Personnel

Block 44. Cooperating and Assisting Agencies

This block is used to identify specific assisting or cooperating agencies providing support to the incident. These may include the Red Cross, Salvation Army, County Sheriff, Homeland Security, etc. Do not repeat individual agencies already listed in the "Committed Resources" section. A maximum of 500 characters is allowed.

[44: Cooperating and Assisting Agencies](#) Not Listed Above:

Lolo NF, Montana DNRC with local engines, Missoula County Sheriff's office, BIA
Tribal Game Wardens, Seeley Lake Fire Department, Missoula Rural Fire provided
a strike team, Missoula County, Missoula County Sheriff, MT National Guard with

char count: (500 max)

Submit Data

Submit - Screen #4

Upon completing Blocks 43 and 44 and ensuring all information entered is correct, click the "Submit Data" button at the bottom of the fourth screen. This will take you to the fifth and final data entry screen.

SCREEN #5: Approval Information

New Incident	MT-FHA-0000145 GRIZZLY GULCH	Previous Final 209 Reports
	Print for Signature	209 Reports
	2 3 4 5	

WF	Number: MT-FHA-0000145	Name: GRIZZLY GULCH	Report Date: 01/15/2011	Time: 1725	Last 209 Date: 01/15/2011	Time: 1725	Screen: 5
ICS-209 blocks 45-47 -- Approval Screen							
45: Prepared by:		46: Approved by:**		47: Sent to:		Missoula Dispatch Center	
M. Durfee, SITL		G. McNitt (IC)		Date: 1 / 15 / 2011		Time: 1750	
				by: MGD			

** When approved, this ICS-209 will be LOCKED for edits.
If changes need to be made, create a new ICS-209 by changing the Report Time.

Block 45. Prepared By

On large incidents with Incident Management Teams this would normally be the Situation Unit Leader or Planning Section Chief. For other incidents it may be the dispatcher in the local dispatch or communications center, or another staff person or manager. This block will be cleared out each day.

The title of the person can also be entered in addition to their name ("*Jane Smith, SITL*").

Block 46. Approved By

On large incidents with Incident Management Teams, this would normally be the Planning Section Chief or Incident Commander. For other incidents, it could be the local Dispatch Center Manager, Fire Management Officer, or Agency Administrator.

The title of the person signing the 209 may also be entered ("*Don Jones, ICT2*").

- **NOTE TO CALIFORNIA USERS:** This block will only be cleared when the date changes.
- **ATTENTION:** The ICS-209 cannot be viewed from the Reports function of the program until this block is filled in. Utilize the "Print for Signature" link to print a draft of the 209 for review and approval by the Incident Commander or Agency Administrator before final submission to the database. A warning message similar to the screen below will appear if the screen is submitted without completing Block 46.

Incident Number: MT-FHA-000145
*** WARNING ***
This 209 has not been approved and will not appear on reports.

See "Processing Official ICS-209s" instructions for additional information (page 55).

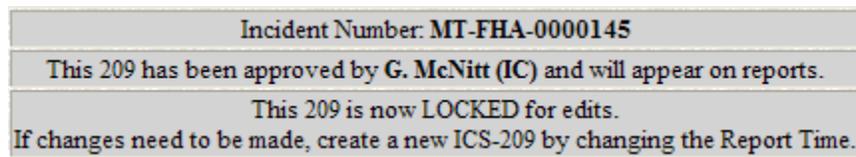
Block 47. Sent Information

Enter the appropriate dispatch center, Geographic Coordination Center, or Emergency Operations Center, along with who is sending it, and the date and time it is being sent. This block will be cleared out each day.

Submit - Screen #5

Upon completing Blocks 45 thru 47 and ensuring all information entered is correct, click the "Submit Data" button to save the report to the ICS-209 database.

A message will display, like the one shown below, notifying you that the 209 will appear in the reports.



- **Note:** Once the ICS-209 has been APPROVED, the 209 will be LOCKED for edits. If changes need to be made, a new ICS-209 will need to be created by changing the Report Time.

Incident information is submitted immediately to the main ICS-209 database. Once the record has been accepted to the database, the ICS-209 can be viewed and printed by clicking the "Print for Signature" link located below the Incident name on the incident data entry screen.

The ICS-209 will look similar to the image below:

Incident Status Summary (ICS-209)						
1: Date 01/15/2011	2: Time 1725	3: Initial Update Final XX		4: Incident Number MT-FHA-0000145	5: Incident Name GRIZZLY GULCH	
6: Incident Kind Wildland Fire (Full Suppression - Perimeter Control)		7: Start Date Time 01/15/2011 1450	8: Cause Lightning	9: Incident Commander G. McNitt	10: Incident Command Organization Type 2 Team	11: State-Unit MT-FHA
12: County Missoula	13: Latitude and Longitude Lat: 47° 11' 56" Long: 113° 43' 46" Ownership: MT-FHA		14: Short Location Description (in reference to nearest town): 8 miles west of Seeley Lake, MT			
15: Size/Area Involved 25,170 ACRES	16: % Contained or MMA 10 Percent	17: Expected Containment Date:	18: Line to Build	19: Estimated Costs to Date \$1,450,000	20: Declared Controlled Date: Time:	
21: Injuries this Reporting Period: 0	22: Injuries to Date: 0	23: Fatalities 0	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- XX No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence	1,500	1	1
			Commercial Property	100	0	0
			Outbuilding/Other	1,500	0	7
26: Projected incident movement/spread 12, 24, 48, and 72 hour time frames: 12 hours: Increasing fire activity due to SW winds of 25-30 MPH with movement up the west flank towards Seeley Lake along the northeast corner of the perimeter. 24 hours: Same as previous 48 hours: Fire will establish in the Deer Creek drainage on the east flank and move up drainage .5 mile towards Placid Creek, Growth of 200-300 acres expected along the north perimeter of the fire over the next 48 hours, and lower temperatures with decreased fire activity. 72 hours: Continued spread to west shore of Seeley Lake and north to south side of Inez Lake and south towards Vaughn Creek.						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames: 12 hours: West side residences along Seeley Lake. Timber, recreational areas, fish and wildlife habitat.						

Additionally, the ICS-209 can be viewed immediately by retrieving the record through the "Reports" function of the program. Reference the "Current ICS-209s" instructions (page 60) in Section V. Reports to find out how to retrieve a completed ICS-209.

- **Note:** The ICS-209 cannot be viewed from the "Reports" function of the program until Block 46 has been completed. See the instructions for Block 46 or the "Processing Official ICS-209s" instructions (page 55) for additional information.

COMPLEX and MULTIPLE OBJECTIVE COMPLEX REPORTING

A complex can be created one of three ways. The local GACC should be contacted when any complex is created.

The first way to create a complex is to create a **new incident** with a new incident number and incident name for the new complex. Follow the instructions for “New Incident” explained earlier in this section (page 17).

- **Note:** The ICS-209 for each incident that became part of the complex should be marked “Final”. The “**Remarks**” block of each incident should indicate that the particular fire was moved to a complex. This is the cleanest option and will ensure that the individual incidents maintain their unique fire number in the event that the complex is split apart.

The second way is to **change the incident name**, not the incident number (e.g., change “Big Bar” to “Big Bar Complex”). This approach will keep the same incident number and thus the entire incident history will be under the same incident number.

- **Note:** If you change the incident name to a complex, you cannot change it back to the original name.

Lastly, a complex can be created by **editing the incident number**. Choose the “Edit Incident Number” link on the existing incident link (GACC access only) to create a new incident number for the complex. This will keep certain information from the original incident number in the ICS-209 (e.g., latitude and longitude, etc.). However, the incident number will be different than the one on the original incident (See “Edit Incident Number, page 56).

Reporting fires within Complexes

New for 2011, the program now has a feature that allows for reporting fires within complexes.

The screenshot shows the ICS-209 data entry form with the following fields:

- Block 1:** Date: 01/15/2011
- Block 2:** Time: 1200
- Block 3:** Initial: Update (selected), Final
- Block 4:** Incident Number: ID-IPF-004001
- Block 5:** Incident Name: Elm Street Complex. Radio buttons for Single and Complex (selected).
- Block 6:** Incident Kind: Wildland Fire (dropdown), Full Suppression - Perimeter Control (dropdown). Note: *Strategy Required for Wildland Fires.
- Block 7:** Start Date: 07/13/2007, Time: 0000
- Block 8:** Cause: Lightning (dropdown)
- Block 9:** Incident Commander: J. Handel
- Block 10:** Incident Command Organization: Type 3 Team (dropdown)
- Block 11:** State-Unit: ID, IPF
- Block 12:** County: Shoshone
- Block 13:** Latitude and Longitude: Lat: 47° 7' 1", Long: 116° 13' 14"
- Block 14:** Short Location Description: 7 1/2 miles north of Clarkia, ID
- Block 15:** Ownership at origin: ID, IPF

A red box highlights the 'Single' and 'Complex' radio buttons in Block 5. A red arrow points from the 'Complex' radio button to Block 15.

When the Complex radio button is selected in Block 5, large fire names, acreage and other pertinent information **must** be reported in Block 15.

Complex acres cannot be entered directly in Block 15.

WF Number: ID-IPF-004001 Name: Elm Street Complex Report Date: 01/15/2011 Time: 1200 Last 209 Date: 01/15/2011 Time: 1200 Screen: 2

ICS-209 blocks 15-33.

15: Size/Area Involved* [] ACRES 16: % Contained or MMA* [] Percent 17: Expected containment Date: 07/24/2007 18: Line to Build CHAINS 19: Estimated Costs to Date* [] 20: Declared Controlled Date: / /2011 Time: []

Complex: Enter individual Fire information

21: Injuries this Reporting Period 22: Injuries to Date 23: Fatalities 24: Structure Information

Click the **Complex: Enter Individual Fire Information** link in Block 15, as shown above.

Enter complex information, including incident name, predominant suppression strategy, acreage, % contained, and estimated costs, as shown below.

Large fires within the complex should be entered individually. It's also important to include small fires burning in a complex window to capture those acres and costs. Smaller fires may be aggregated in one entry under a common identifier, such as "ABC Misc fires," or "Miscellaneous small fires" (example shown in blue box below).

Individual Fire Entries for Complex Incident
ID-IPF-004001 Elm Street Complex

Incident Name	Predominant Suppression Strategy	Size/Area Involved	% Contained or MMA		Estimated Costs to Date	Delete Incident?
Elm Street	Full Suppression - Perimeter Control	3900	60	Percent	2500000	<input type="checkbox"/>
Rattlesnake	Full Suppression - Perimeter Control	7720	85	Percent	5600300	<input type="checkbox"/>
Fawntooth	Confine/Contain - Monitor	5530	15	Percent	350000	<input type="checkbox"/>
Roundtop	Confine/Contain - Monitor	1470	5	Percent	3000	<input type="checkbox"/>
Miscellaneous Small Fires	Full Suppression - Perimeter Control	295	40	Percent	12750	<input type="checkbox"/>
				Percent	0	<input type="checkbox"/>
				Percent	0	<input type="checkbox"/>
				Percent	0	<input type="checkbox"/>
				Percent	0	<input type="checkbox"/>
				Percent	0	<input type="checkbox"/>
		Total	18915		8466050	

Submit Data Reset

Total complex acreage and costs are automatically calculated in the Complex Incident window (red box). Click Submit Data to apply the information to the 209 report.

Since the 209 Program automatically enters the total acreage and cost for a complex in Blocks 15 and 19, this information cannot be edited in those blocks. To make changes the user must edit complex information in the complex window.

Complex information will appear in the Remarks block of the 209. Additional complex information can also be entered into the Remarks block, if desired, such as fuel model,

fire behavior, resource values at risk, structures threatened, estimated containment date, etc.

It is recommended that you try to keep the integrity of the Fire Name, Incident Number and Firecode Number unique to only the one incident. This will allow the user to pull the original incident out from the complex if necessary, while maintaining the integrity of the incident data.

PROCESSING OFFICIAL ICS-209s

This section provides general information about how to use the program to process official ICS-209s using this database. Detailed information on data entry in this program is provided in "ICS-209 Data Entry" section (page 11) of this user's guide.

The web-based program will allow for official ICS-209s to be produced for incident documentation packages.

- **Note:** The database itself is not the official incident record.

To produce official incident ICS-209s for Incident Commander approval:

- Return to the 209 Entry screen.
- Click the desired ICS-209 Incident Number link.
- Edit the ICS-209 for the incident by clicking the incident number link or any of the other 4 data entry screens.
- Complete and submit all of the required screens of data to the database **without** filling in the "Approved By" data (Block 46) on Screen #5. If this box is left completely blank, the ICS-209 **will not** be available for anyone else to view in the program.
- Return to the incident entry screen.
- Request the ICS-209 for the incident by clicking the "Print for Signature" link for the desired incident number.
- When the ICS-209 appears, print a copy. This copy can be submitted to the Incident Commander for review and signature.
- When the printed ICS-209 has been signed, it will serve as the official copy for the incident documentation package.
- Once the Incident Commander has signed the official copy, do not change anything on the data entry screens.

Submission of official Incident Commander approved data to the database:

- Click the "**#5**" data entry link of the desired incident.
- Complete the "**Approved By**" data (Block 46).
- Click the "**Submit**" button. This will submit the approval information in Block 46 to the database. Once this has been done, other users of the program will be able to view the ICS-209.

EDIT INCIDENT NUMBER

Only users with GACC access can change incident numbers. Call your respective GACC Intelligence Coordinator/Officer to request an incident number change.

Click the **“Edit Incident Number”** link for the incident needing to be changed. Grizzly Gulch, MT-FHA-000145 is the example incident shown below.

New Incident	ID-IPF-000003 WHISKEY Print for Signature Edit Incident Number	ID-IPF-004001 Elm Street Complex Print for Signature Edit Incident Number	WY-YNP-000500 Bear Gulch Print for Signature Edit Incident Number	MT-CES-052 LITTLE WOLF CREEK Print for Signature Edit Incident Number	MT-FHA-0000145 GRIZZLY GULCH Print for Signature Edit Incident Number No edits allowed	ND-DPF-00012345 White Cloud Print for Signature Edit Incident Number	ND-DPF-001245 White Cloud Print for Signature Edit Incident Number	ND-DPF-012345 White Cloud II Print for Signature Edit Incident Number	ND-DPF-0123456 WHITE CLOUD Print for Signature Edit Incident Number	Previous 209 Reports Final
Current State-Unit	New State-Unit	Current Incident Number	New Incident Number							
MT-FHA	MT-FHA	MT-FHA-0000145	MT-FHA-000150							
<input checked="" type="radio"/> Change only the 209 form for 01/15/2011 1725.										
<input type="radio"/> Change all 1 records for this incident!										
<input type="button" value="Submit Data"/>										

New Unit Identifier

Choose the correct unit identifier from the pull-down menu. Only the unit identifiers for the Dispatch Office you are using are available in the pull-down menu.

New Incident Number

Enter the “New Incident Number” in the space provided. Be sure to enter the incident number in capital letters and hyphens between the state, unit and number.

Amend ICS-209s

Selecting **“Change only the 209 form for the current date”** will change only the current ICS-209. Selecting **“Change all records for this incident”** will change all existing ICS-209s and any subsequent reports.

If the current ICS-209 is selected to be changed, then the previous ICS-209 that existed before the incident number was changed will automatically be marked as “Final” in Block 3 and will be treated as such in the database. Click the **“Submit Data”** button once all corrections have been made.

REPORTS

There are a variety of 209 reports that can be accessed for each level of the dispatch/coordination system by clicking the “**Reports**” button at the 209 Welcome screen. The “**Reports**” function button allows users to retrieve and view any current or archived ICS-209 that has been entered into the program for the current calendar year.

Users with “Reports-only” access will not be allowed to edit any data. This type of access was designed for managers, information officers, or others who are not required to input information. “Reports-only” accounts may be shared accounts with many users.

- **Note:** “Report-only” users will **only** see the “Reports” function button on the 209 Welcome screen.
- **Note:** User names and passwords **must** be protected by all of the users, bearing in mind that the owner of the user name is responsible for the use of it.
- **Note:** User name and other account information **should not** under any circumstances be shared with the public or the media.

The reports can be saved to local servers or hard drives as **Web Page, HTML only (*.htm, *.html)** documents. Additionally, for editing purposes and creating specialty reports, the HTML documents can be pasted into .doc or .rtf documents.

In the block provided - “**Enter the desired date of the report**” on the 209 Welcome screen, shown below. The default will be the current day's date in Central Time. If the current date is incorrect because you are not in the Central Time zone, you must adjust the entry date.

- **Note:** There is **no** need to “**Select the desired Dispatch Office**” as it does not matter which office is selected to access the “Reports” menu.



The screenshot shows the 'Welcome to 209 polutnik' screen. It features a form with the following elements:

- Header: Welcome to 209 polutnik
- Form field: Enter the desired date (1/05/2011)
- Form field: Select the desired Dispatch Office (Coeur d'Alene Interagency Dispatch Center)
- Buttons: Reports (circled in red), Data Entry, Setup
- Button: FAMWEB Home Page
- Text: You can find the [209 User's Guide](http://gacc.nifc.gov/training/intelligence/) on line at <http://gacc.nifc.gov/training/intelligence/>
- Text: For support, contact the Fire Applications Helpdesk
- Text: phone: 1-800-253-5559 or 208-387-5290
- Text: or e-mail: fire_help@fs.fed.us

Click the “**Reports**” button.

- **Note:** All of the reports are **Read-Only** access.
- **Note:** Although the information on the form generated via the 209 Program is the same as the NWCG ICS-209 form, ICS-209s printed from the database will not look exactly like the NWCG ICS-209 form.

This will take you to the “**Incident 209 Reports**” screen, shown below.

Incident 209 Reports	
Current single approved 209 forms by GACC (Active incidents only - select any 209 for a current incident.)	2010 Archive of approved 209 forms by GACC (All 209s for the current year - select any 209 for an incident from this year.)
Briefing Summary for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)	Multiple current approved 209 forms by GACC for selected incidents. (Select single or multiple 209s for current incidents within a GACC.)
Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)	Cheetah Data
Significant Incident Summary Spreadsheet by GACC (100+ acres or IMT Type 1 or 2)	Land Management Unit Summary Spreadsheet Select GACC:
Alaska <input type="button" value="go"/>	Alaska <input type="button" value="go"/>
Current GACC Incident Overview Spreadsheet	GACC Active Incident Summary Spreadsheet
Alaska <input type="button" value="go"/>	Alaska <input type="button" value="go"/>
Incident Change Summary	GACC YTD Incident Summary Spreadsheet
	Alaska <input type="button" value="go"/>
Return to 209 Main Menu Go to SIT Report Menu	

Currently there are twelve different reports generated for each GACC. They include:

- Current single approved 209 forms
- Archived approved 209 forms for current year
- Brief summary reports for selected current 209 forms
- Multiple current 209 forms (for printing purposes)
- Briefing summary with significant events and remarks on current 209 forms
- Cheetah Data
- Significant Incident Summary Spreadsheet
- Land Management Unit Summary Spreadsheet
- Current GACC Incident Overview Spreadsheet
- GACC Active Incident Summary Spreadsheet
- Incident Change Summary
- GACC YTD Incident Summary Spreadsheet

The “**Return to 209 Main Menu**” link at the bottom of the page takes you back to the 209 Program Welcome Screen.

The “**Go to SIT Report Menu**” link at the bottom of the page returns you to the “Wildland Incident Situation Reports” menu screen in the SIT Program. **Please refer to the Interagency Situation Report User’s Guide for additional SIT Program site navigation.**

Current ICS-209s

Click the “**Current single approved 209 forms by GACC**” link to select ICS-209s for active incidents.



This link will take you to the “**Current Approved Incident 209 Reports by GACC**” screen. This screen looks like the screen shown below.

The “**Return to 209 Reports Menu**” link at the bottom will return you to the “Incident 209 Reports” menu screen. Simply clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen too.

The screenshot shows the 'Current Approved Incident 209 Reports by GACC' screen. It displays a grid of GACC buttons for various regions. The 'Southern California' button is circled in red, and its dropdown menu is open, showing 'CA-YNP-2777 SLOPE'. The instructions at the top of the screen read: 'Select desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.'

Select desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.	
Alaska AK-MID-000399 Willow Creek	Northwest --None--
Northern California --None--	Southern California CA-YNP-2777 SLOPE
Northern Rockies --None--	Eastern Great Basin --None--
Western Great Basin --None--	Southwest NM-SNF-166 gallina
Rocky Mountain --None--	Eastern Area MI-HMF-100039 Mapes

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.

- **Note:** **Block 46** must be filled out, and the form must have been submitted for the ICS-209 to show up in this list.

- **Note:** Any incident marked “**Final**” on the date selected will **not** appear in this menu. “**Final**” reports can be retrieved thru the “Approved Incident 209 Reports by GACC” link. See the “Archived ICS-209s” instructions, at the bottom of this page, to retrieve incidents marked “Final”.
- **Example:** The screen capture below illustrates what the individual current approved ICS-209 report menu screen will look like. The incident, **Slope, CA-YNP-2777**, was selected from the Southern California pull-down menu, followed by clicking the “**Southern California**” button. You can select any of the reports submitted by clicking the “**Incident Name**” link next to the desired date and report status (e.g., “I” -Initial, “U” - Update).

Approved Incident 209 Reports for CA-YNP-2777

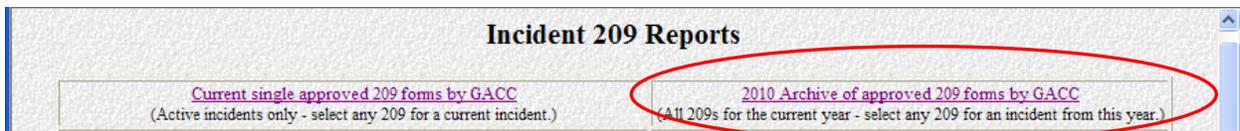
Incident Name	Report Date	Status	Approved Date	Last Edit Date
SLOPE	07/31/2010 1455	I	07/31/2010 1747	07/31/2010 1747
SLOPE	08/01/2010 1600	U	08/01/2010 1815	08/01/2010 1815
SLOPE	08/02/2010 1611	U	08/02/2010 1817	08/02/2010 1817
SLOPE	08/03/2010 1545	U	08/03/2010 1755	08/03/2010 1755
SLOPE	08/05/2010 1715	U	08/05/2010 1920	08/05/2010 1920
SLOPE	08/06/2010 1727	U	08/06/2010 1929	08/06/2010 1929
SLOPE	08/07/2010 1556	U	08/07/2010 1802	08/07/2010 1802
SLOPE	08/08/2010 1557	U	08/08/2010 1801	08/08/2010 1801
SLOPE	08/09/2010 1559	U	08/09/2010 1803	08/09/2010 1803
SLOPE	08/10/2010 1558	U	08/10/2010 1801	08/10/2010 1801
SLOPE	08/14/2010 1614	U	08/14/2010 1819	08/14/2010 1819
SLOPE	08/15/2010 1554	U	08/15/2010 1757	08/15/2010 1757
SLOPE	08/18/2010 1738	U	08/18/2010 1943	08/18/2010 1943
SLOPE	08/26/2010 1702	U	08/26/2010 1906	08/26/2010 1906
SLOPE	11/01/2010 1522	U	11/01/2010 1723	11/01/2010 1723

[Return to Current Approved 209s list.](#)
[Return to All Approved 209 forms by GACC list.](#)
[Return 209 Main Menu](#)

The “**Return to Current Approved 209s list**” link will return you to the “Current single approved 209 forms by GACC” menu screen. Clicking the “Back” button on your browser will take you back to that menu screen as well.

Archived ICS-209s

Click the “**XXXX (Current Year) Archive of approved 209 forms by GACC**” link to select any ICS-209s that have been archived or marked “Final”.



This link will take you to the “**Approved Incident 209 Reports by GACC**” screen, shown below.

The “**Return to 209 Reports Menu**” link at the bottom will return you to the “Incident 209 Reports” menu screen. Simply clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen too.



Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get a list of the approved ICS-209s for the desired incident.

- Example:** The incident **Fourmile Canyon, CO-BLX-000321** was selected within the Rocky Mountain pull-down menu. Click the “**Rocky Mountain**” button to retrieve the reports for that incident. The image on the following page illustrates what the individual archived ICS-209 menu screen will look like. You can select any of the reports submitted by clicking the “**Incident Name**” link next to the desired date and report status (e.g., “I” -Initial, “U” – Update, “F” - Final).

Approved Incident 209 Reports for CO-BLX-000321

Incident Name	Report Date	Status	Approved Date	Last Edit Date
Four Mile Canyon	09/06/2010 1830	I	09/06/2010 2004	09/06/2010 2004
Four Mile Canyon	09/06/2010 1930	I	09/06/2010 2004	09/06/2010 2031
Four Mile Canyon	09/07/2010 1851	U	09/07/2010 2009	09/07/2010 2009
Foumle Canyon	09/08/2010 1800	U	09/08/2010 1854	09/08/2010 1854
Foumle Canyon	09/08/2010 1845	U	09/08/2010 1854	09/08/2010 1959
Foumle Canyon	09/09/2010 1800	U	09/09/2010 1844	09/09/2010 1849
Foumle Canyon	09/10/2010 1800	U	09/10/2010 1858	09/10/2010 1858
Foumle Canyon	09/11/2010 1800	U	09/11/2010 1857	09/11/2010 1857
Foumle Canyon	09/12/2010 1800	U	09/12/2010 1846	09/12/2010 1846
Foumle Canyon	09/13/2010 1740	U	09/13/2010 1858	09/13/2010 1858
Foumle Canyon	09/14/2010 1718	U	09/14/2010 1829	09/14/2010 1829
Foumle Canyon	09/15/2010 1800	U	09/15/2010 1828	09/15/2010 1828
Foumle Canyon	09/16/2010 1800	U	09/16/2010 1845	09/16/2010 1845
Foumle Canyon	09/16/2010 1801	U	09/16/2010 1845	09/16/2010 1854
Foumle Canyon	09/17/2010 1800	F	09/17/2010 2017	09/17/2010 2017

[Return to Current Approved 209s list.](#)

[Return to All Approved 209 forms by GACC list.](#)

[Return 209 Main Menu](#)

The **“Return to Current Approved 209s list”** link will return you to the “Current single approved 209 forms by GACC” menu screen.

The **“Return to All Approved 209 forms by GACC list”** link will return you to the “Approved Incident 209 Reports by GACC” menu screen. Clicking the “Back” button on your browser will take you back to that menu screen as well.

Summary Reports

Click the **“Briefing Summary for selected current approved 209 forms by GACC”** link to select any short summary ICS-209 reports.

Incident 209 Reports	
Current single approved 209 forms by GACC <small>(Active incidents only - select any 209 for a current incident.)</small>	2010 Archive of approved 209 forms by GACC <small>(All 209s for the current year - select any 209 for an incident from this year.)</small>
Briefing Summary for selected current approved 209 forms by GACC <small>(Select current single or multiple 209s for a short briefing summary of incident activity.)</small>	Multiple current approved 209 forms by GACC for selected incidents. <small>(Select single or multiple 209s for current incidents within a GACC.)</small>

This link will take you to the **“Current Approved Incident 209 Reports by GACC For Short Briefing Summary”** screen, as shown on the next page.

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident.

To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The short briefings include the incident name, number, size, percent contained, threat potential, structure information, fuels/materials, committed resources, etc., from the ICS-209.

Multiple Current 209s for Printing

Click the **“Multiple current approved 209 forms by GACC for selected incidents”** link to select single or multiple 209s for current incidents within a GACC.

This link will take you to the **“Current Approved Incident 209 Reports by GACC for multiple printing of selected 209s”** screen, shown below.

Current Approved Incident 209 Reports by GACC
for multiple printing of selected 209s

Incidents with a status of Initial or Update
or Incidents marked as Final today.

Select desired incident number(s) assigned to the GACC.
To select multiple incidents press and hold the CTRL key and click the desired incident numbers.
Then click the corresponding GACC button to get the full 209 form
for the selected incidents.

Alaska	Northwest
AK-MID-000399 Willow Creek	--None--
Northern California	Southern California
--None--	CA-BDU-014973 GREENSPOT CA-KRN-018387 CALIENTE CA-LPF-001731 Scott CA-LPF-001737 Plaskett CA-LPF-000370 MATERSO FIRE

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to bring up the ICS-209 to be printed. To select multiple incidents press and hold the CTRL key and click the desired incident numbers. Then click the corresponding GACC button to read ICS-209s for the selected incidents.

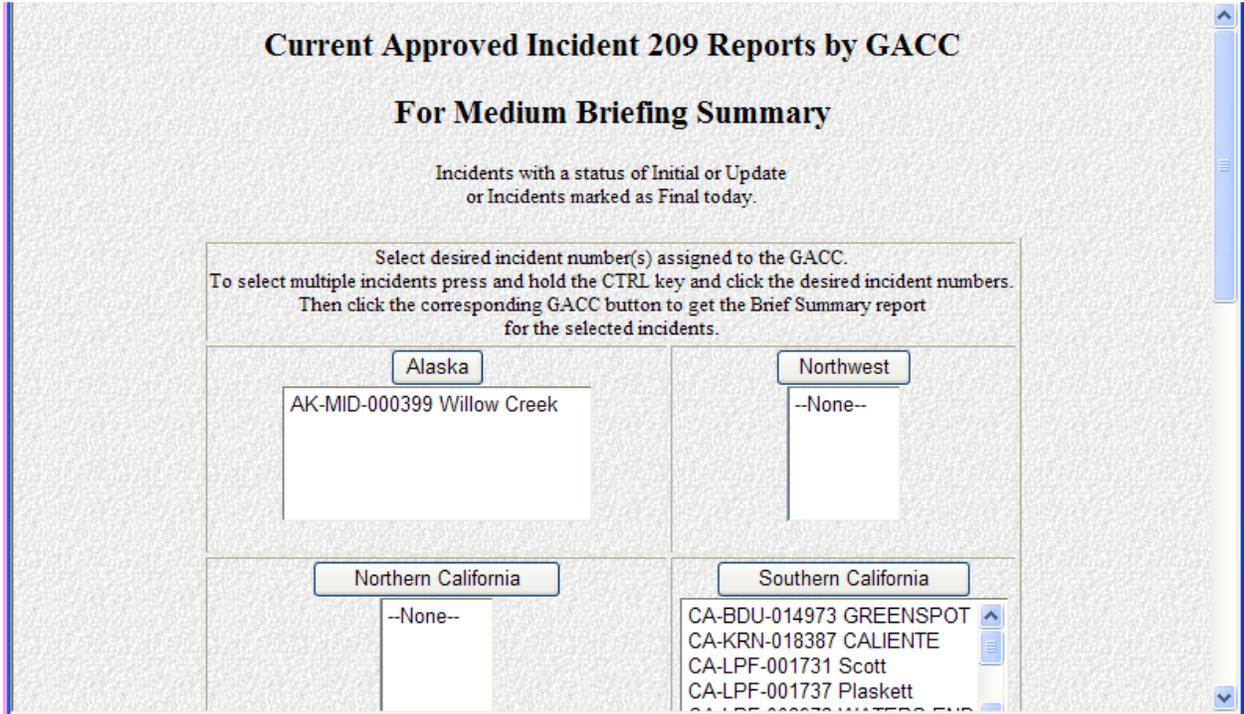
Briefing Summary with Significant Events and Remarks

Click the **“Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC”** link to select any short summary ICS-209 reports.

Incident 209 Reports

Current single approved 209 forms by GACC (Active incidents only - select any 209 for a current incident.)	2010 Archive of approved 209 forms by GACC (All 209s for the current year - select any 209 for an incident from this year.)
Briefing Summary for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)	Multiple current approved 209 forms by GACC for selected incidents. (Select single or multiple 209s for current incidents within a GACC.)
Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)	Cheetah Data

This link will take you to the “**Current Approved Incident 209 Reports by GACC For Medium Briefing Summary**” screen, shown below.



The “**Return to 209 Reports Menu**” link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Cheetah Data

The Cheetah 2 (Computerized Harmonic Evaluation of Episodes and Tools for Assessment of Help) program was developed to support examination of fire occurrence patterns and fire suppression resource requirements at the National and Geographic Area levels. Questions are frequently asked on the expected fire suppression resource needs by the National and Geographic Area decision-makers and managers need to assess fire occurrence patterns to predict future fire suppression resource requirements.

Users of the Cheetah Program can obtain incident resource data via the “**Cheetah Data**” link.

<p>Current single approved 209 forms by GACC (Active incidents only - select any 209 for a current incident.)</p>	<p>2010 Archive of approved 209 forms by GACC (All 209s for the current year - select any 209 for an incident from this year.)</p>
<p>Briefing Summary for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)</p>	<p>Multiple current approved 209 forms by GACC for selected incidents. (Select single or multiple 209s for current incidents within a GACC.)</p>
<p>Briefing Summary with Significant Events and Remarks for selected current approved 209 forms by GACC (Select current single or multiple 209s for a short briefing summary of incident activity.)</p>	<p>Cheetah Data</p>

This link will take you to the **“Year to Date Approved Incident 209 Reports by GACC for Cheetah Program Input”** screen shown below.

Year to Date Approved Incident 209 Reports by GACC
For Cheetah Program Input

Select desired incident number(s) assigned to the GACC.
To select multiple incidents press and hold the CTRL key and click the desired incident numbers.
Then click the corresponding GACC button to get the Cheetah Program Input Data
for the selected incidents.

Alaska	Northwest
000128 Toklat AK-CRS-014686 Gilahina AK-DAS-012219 Delta Complex AK-DAS-012231 Upper Gerstle AK-DAS-012250 South Fork Healy	OR-BUD-1199 Lamb Ranch OR-CLP-196 Williams Ridge OR-CLP-198 Phoenix OR-DEF-000476 Rooster Rock OR-DEF-0720 INC 720
Northern California	Southern California
5992 Palisades CA-BTU-10660 WINDY CA-CZU-5225 SARATOGA CA-HIA-0221 Mill Creek #4 CA-HUU-004485 Buckeye	CA-AFV-003344 Bear Creek CA-ANF-003201 BRIGGS CA-ANF-003622 Station CA-BDC-1026347 River CA-BDU-014973 GREENSPOT

Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident.

To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Significant Incident Summary

To view current incidents of 100+ acres or incidents with Type 1 or 2 IMTs assigned to a specific GACC, select the desired GACC from the pull-down menu under the **“Significant Incident Summary Spreadsheet by GACC”** heading on the “Incident 209 Reports” screen, shown below.

Significant Incident Summary Spreadsheet by GACC
(100+ acres or IMT Type 1 or 2)

Alaska go

Land Management Unit Summary Spreadsheet
Select GACC:

Alaska go

Then click the **“Go”** button.

This spreadsheet provides a summary of the following information:

- State and Unit of incident
- Incident Name, Number and Type
- Start Date
- IC name and Team Type
- Latitude and Longitude
- Incident size
- Costs to date
- Date controlled
- Structures destroyed

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Land Management Unit Summary

Select the desired GACC from the pull-down menu under the heading **“Land Management Unit Summary Spreadsheet”** on the “Incident 209 Reports” screen, shown below.

Then click the **“Go”** button. A menu screen like the one shown below will appear:

From the pull-down menus, select the **“Incident Type”** and **“Land Management Unit”**. A spreadsheet will be produced summarizing incident information for **all** incidents for the unit selected.

This spreadsheet provides a summary of the following information:

- Incident Name, Number and Type
- Start Date
- Latitude, Longitude, Location
- Incident size
- Date controlled
- Resource Objectives

- Remarks

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Current GACC Incident Overview Spreadsheet

Select the desired GACC from the pull-down menu under the heading **“GACC Incident Overview Spreadsheet”** on the “Incident 209 Reports” screen, shown below.

Then click the **“Go”** button.

This spreadsheet provides a summary of the following information:

- Incident State-Unit, Number, Name and Type
- Report Date/Time
- Cause
- Incident Commander
- Incident Command Organization
- Incident Size, Percent Contained, Line to Build
- Critical Resource Needs
- Growth Potential
- Structure information (threatened, damaged, destroyed)
- Evacuation information, Threats
- Injury information (current operational period, incident total, fatalities)
- Costs to Date

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

GACC Active Incident Summary Spreadsheet

Select the desired GACC from the pull-down menu under the heading **“GACC Active Incident Summary Spreadsheet”** on the “Incident 209 Reports” screen, shown below

Click the **“Go”** button.

This spreadsheet provides a summary of the following information for active incidents:

- Incident Number, Name and Type
- Incident Strategy
- Incident Command Organization
- Start Date
- Cause
- Latitude, Longitude, Location
- Incident size
- Last Edit Date

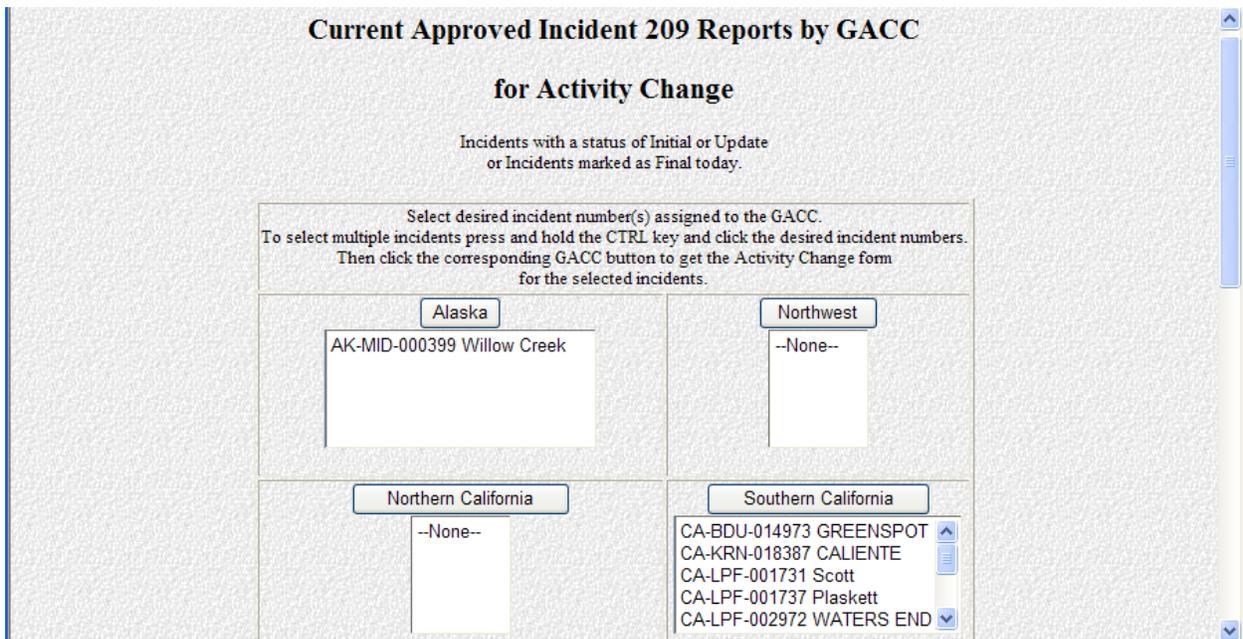
The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

Incident Change Summary

Click the **“Incident Change Summary”** link for activity change reports.



This link will take you to the **“Current Approved Incident 209 Reports by GACC for Activity Change”** screen, shown below.



Select the desired incident number assigned to the GACC. Then click the corresponding GACC button to get the Brief Summary Report for the selected incident. To select multiple incidents press and hold the CTRL key and click the desired incident numbers, then click the GACC button.

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

GACC YTD Incident Summary Spreadsheet

Select the desired GACC from the pull-down menu under the heading **“GACC YTD Incident Summary Spreadsheet”** on the “Incident 209 Reports” screen, shown below.



Click the **“Go”** button.

This spreadsheet provides a year-to-date summary of the following information:

- Incident Number, Name and Type
- Incident Strategy
- Incident Command Organization
- Start Date
- Cause
- Latitude, Longitude, Location
- Incident size
- Last Edit Date

The **“Return to 209 Reports Menu”** link at the bottom will return you to the “Incident 209 Reports” menu screen. Clicking the “Back” button on your browser will return you to the “Incident 209 Reports” menu screen as well.

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SITE MANAGEMENT

User access for the 209 Program is managed via the “Table Maintenance” menu screen accessed via the 209 Welcome screen. Access is set up in levels, with different permissions set at each one.

National Level Access

NICC Intelligence and the Help Desk have access to all the screens within the “Setup Menu” Screen. Responsibility for management of the Geographic Areas, Agencies and lookup tables (values for pull-down lists) rests with NICC Intelligence.

Requests for additions such as resource type(s) specific to a Geographic Area will be placed to NICC Intelligence.

Geographic Area Level Access

GACC Intelligence Coordinators/Officers have management responsibility for the initial setup of units, Dispatch Offices and access/permissions for the offices within their areas. Additions, updates and deletions of reporting units and users may be done by either the GACC or the local Dispatch Office, according to the Geographic Area's preference. These functions can only be accomplished by using the links located on the “Setup Menu” screens.

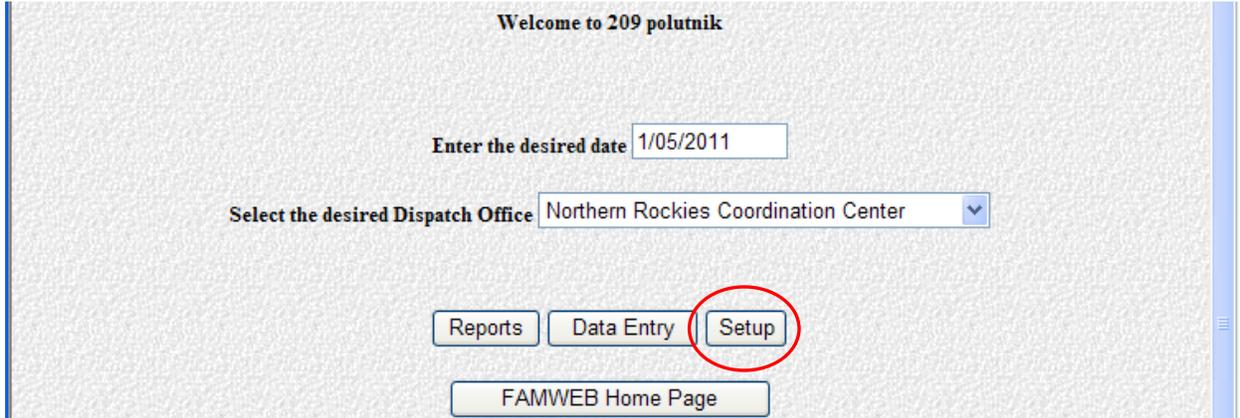
Local Dispatch Office Level Access

One person in each Dispatch Office will have responsibility for the management of LogonIDs/user access within the office. This person may also use the “Unit Add” and “Unit Update/Delete” screens to add and keep unit information current. They will also use the “Security Add” and “Security Update/Delete” screens to set user access to the LogonIDs for their users.

- Local level access to the system will be limited to adding, updating and deleting units, entering data and generating reports. You will not be able to edit anyone else's data, unless they have granted you access/authority to stand in for them (in the event of network problems, etc.).

If you are a manager, you will have a “**Setup**” button at the 209 Welcome screen.

Click the “**Setup**” button located on the 209 Welcome screen, shown below.



Welcome to 209 polutnik

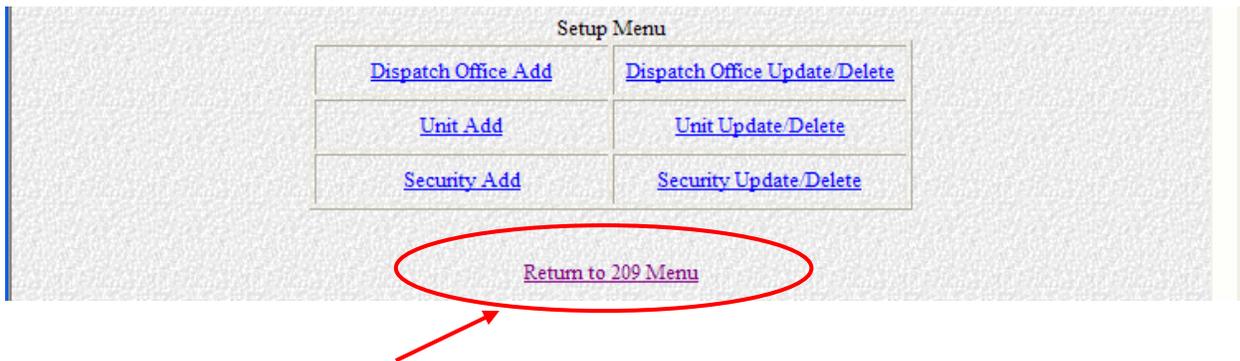
Enter the desired date 1/05/2011

Select the desired Dispatch Office Northern Rockies Coordination Center

Reports Data Entry Setup

FAMWEB Home Page

This will take you to the “Setup Menu” screen, shown below.



Setup Menu

Dispatch Office Add	Dispatch Office Update/Delete
Unit Add	Unit Update/Delete
Security Add	Security Update/Delete

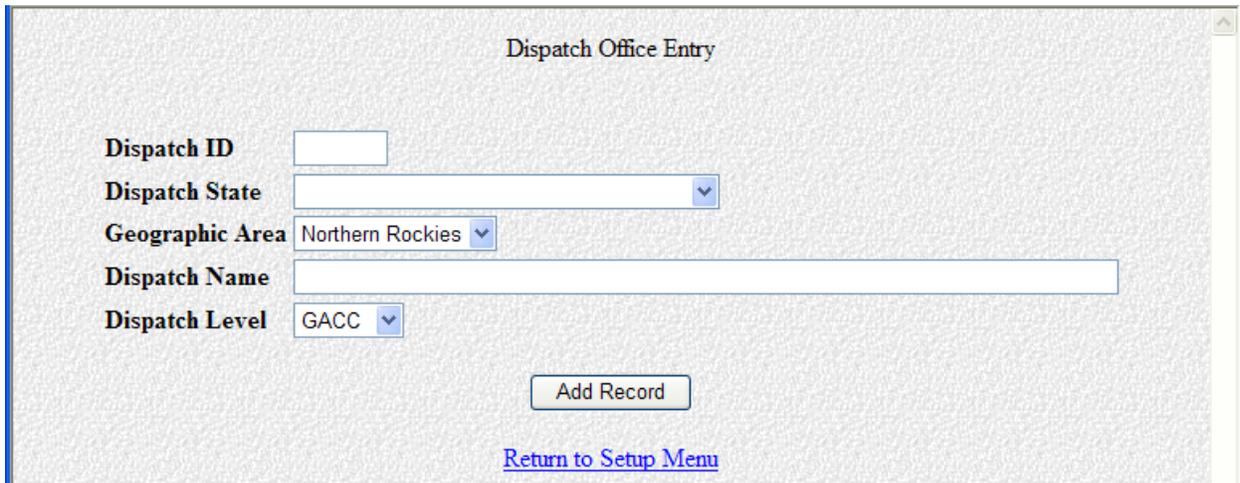
[Return to 209 Menu](#)

- The “**Return to SIT Menu**” link at the bottom of the screen will return you to the 209 Welcome screen.
- When you are done adding, updating, or deleting records within any of the screens under “Setup Menu” (e.g., Dispatch Office Add, Unit Add, Security Add, etc.) it is important that you use the “**Return to Setup Menu**” link located on the bottom of each screen to return to the prior menu. **Do not use the “Back” button on your browser.**

Dispatch Office Add

To add new Dispatch Offices within the Area, click the “**Dispatch Office Add**” link located on the “Table Maintenance” menu screen. This will take you to the “Dispatch Office Entry” screen shown below.

- The “**Return to Setup Menu**” link at the bottom will return you to the “Setup Menu” screen.



Dispatch Office Entry

Dispatch ID

Dispatch State

Geographic Area

Dispatch Name

Dispatch Level

[Return to Setup Menu](#)

Dispatch ID

Enter the unit identifier for the office (e.g., BRC).

Dispatch State

From the pull down menu, choose the state for that dispatch office.

Geographic Area

Choose your Geographic Area from the pull down list.

Dispatch Name

Enter the name of the Dispatch Office (e.g., Bitterroot Dispatch Center).

Dispatch Level

Choose “Local” from the pull down list.

- **Only** GACCs and NICC have “GACC” level access.

Click the “**Add Record**” button.

Repeat this process until you have added all your Dispatch Offices.

Dispatch Office Update/Delete

Use the following steps to update or delete offices that are already set up in the program.

Click the **“Dispatch Office Update/Delete”** link located on the **“Setup Menu”** screen.

This will take you to the **“Dispatch Office Selection List”** menu screen, shown below.

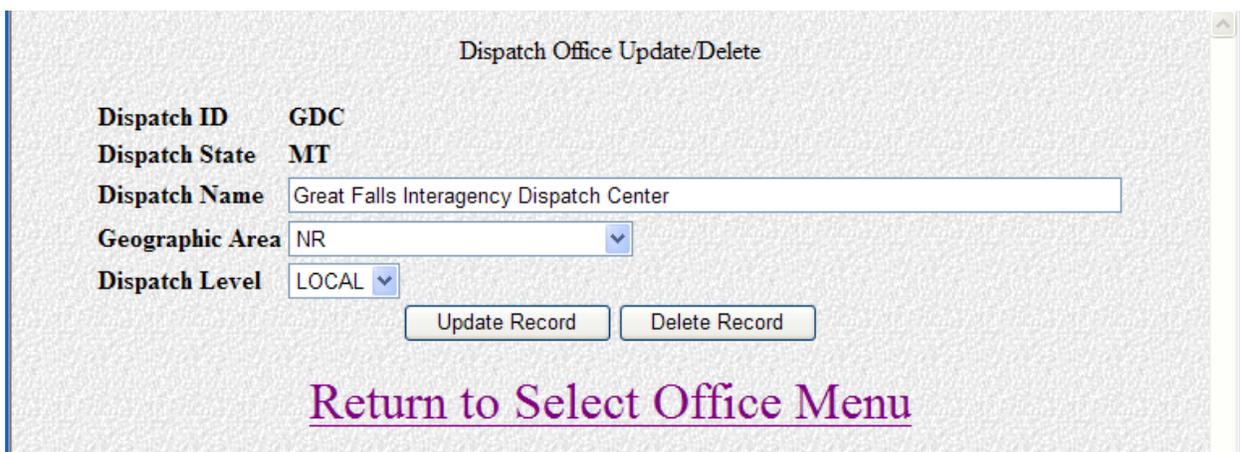


Dispatch Office Selection List		
State	ID	Description
ID	CDC	Coeur d'Alene Interagency Dispatch Center
ID	GVC	Grangeville Interagency Dispatch Center
MT	BDC	Billings Dispatch Center
MT	BRC	Bitterroot Dispatch Center
MT	BZC	Bozeman Interagency Dispatch Center
MT	DDC	Dillon Interagency Dispatch Center
MT	GDC	Great Falls Interagency Dispatch Center
MT	HDC	Helena Interagency Dispatch Center
MT	KDC	Kootenai Dispatch Center

From the list of Dispatch Offices, **click the name of the Dispatch Office you want to update or delete.**

- The **“Return to Setup Menu”** link will take you back to the main menu screen.

This will take you to the **“Dispatch Office Update/Delete”** screen, shown below.



Dispatch Office Update/Delete

Dispatch ID GDC

Dispatch State MT

Dispatch Name

Geographic Area

Dispatch Level

[Return to Select Office Menu](#)

- The **“Return to Select Office Menu”** link at the bottom of the screen will return you to the **“Dispatch Office Selection List”** menu screen.

To update the record, make the necessary changes then click the **“Update Record”** button.

To delete the record, click the **“Delete Record”** button.

Unit Add

In order to report activity or resources for a unit, the unit must first be set up in the program. Use the following steps to build the list of units within each Dispatch Office.

Click the **“Unit Add”** button located on the **“Setup Menu”** screen.

This will take you to the **“Unit Entry”** screen, shown below.

- The **“Return to Setup Menu”** link at the bottom will return you to the **“Setup Menu”** screen.

Dispatch ID

From the pull down list, choose the name of the Dispatch Office to which this unit or resource belongs.

Unit ID

Enter the unit identifier (e.g., BFA, CMR, LNF, MCD, SWS, YNP).

- The unit IDs are listed in the Unit Identifiers booklet (PMS 931). **Do not make them up.**

Unit State

From the pull down list, choose the state for the unit.

Unit Name

Enter the full name of the unit. Acronyms can be used for “National Forest”, “National Park”, “Field/District Office”, etc. Proper acronyms would be: DO or FO (BLM), NF, NP, etc.

- **Examples are:** Charles M Russell NWR, Lolo NF, Miles City FO and Yellowstone NP.

Agency

Choose the unit’s agency from the pull down list.

Daily Stats

Choose “yes” or “no” to indicate whether or not you want to enter daily statistics for the unit.

Click the “**Add Record**” button.

Unit Update/Delete

Click the “**Unit Update/Delete**” link on the “Setup Menu” screen to update or delete units that are already set up in the program.

This will take you to the “Units Selection List” menu screen, shown below.



Unit ID	Unit Name	Unit State	Agency
CAS	Cataldo Supervisory Area	ID	ST
CDCI	Coeur d'Alene Dispatch - Private	ID	PRI

From the list of Units, **click on the name of the Unit** you want to update or delete.

This will take you to the “**Unit Update/Delete**” screen, shown on the following page.

Unit Update/Delete

Unit ID COD
Unit State ID
Dispatch ID CDC
Dispatch State ID

Unit Name Coeur d'Alene Field Office

Agency Bureau of Land Management

Daily Stats? (Yes/No) Yes

[Return to Unit Selection Menu](#)

To update the record, make the necessary changes then click the **“Update Record”** button.

To delete the record, click the **“Delete Record”** button.

- The **“Return to Unit Selection Menu”** link will return you to the **“Setup Menu”** screen.

Security Add

Click on the **“Security Add”** link located on the **“Setup Menu”** screen to give Dispatch Offices and other users access (KCLIDs).

The **“Security Entry”** screen is shown below.

Security Entry

Dispatch ID MT - Billings Dispatch Center

KCLID

Application SIT

Agency

Scope Local

Authority PIO

Dispatch ID

Choose the dispatch office from the pull down list.

KCLID

Enter the KCLID for that user (e.g., jackblack).

Application

Choose “**209**” as the application you want to add that Dispatch Office/user.

Agency

Choose the agency from the pull down list.

Scope

Choose “**Local**” from the pull down list for your Dispatch Offices. Choose “**GACC**” if you're adding access to your GACC.

Authority

Use the pull down list to choose the level of access you want the User (KCLID) to have.

- “**Report**” authority only allows the user to run reports.
- “**Entry**” authority gives the user data entry access.
- “**Manager**” authority allows the user to add and update/delete levels of security/access, as well as dispatch offices and units.

➤ **NOTE: You must give Manager authority to at least one KCLID for each Dispatch Office.**

Click the “**Add Record**” button.

GACC Intelligence Coordinators/Officers manage user access for their area via the “Security Add” and “Security Update/Delete” screens. This allows them to set the level of access/authority for each office or unit. Each GACC has setup all of the Dispatch Offices within its area and identified a security manager at each Dispatch Center. The security managers at the Dispatch Offices can add, update or delete access for their users as needed.

Security Update/Delete

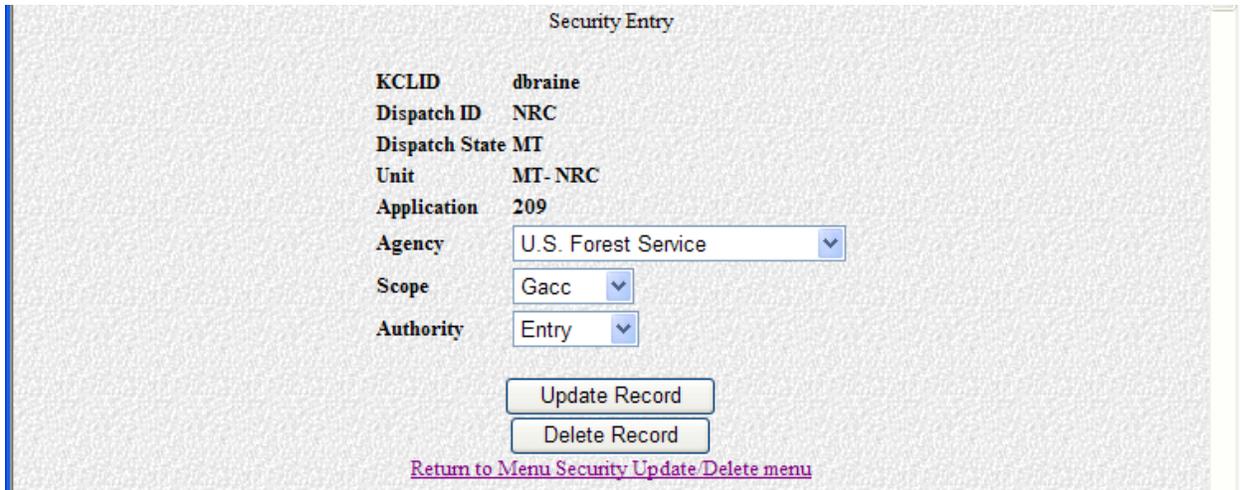
Click the “**Security Update/Delete**” link located on the “Setup Menu” screen to change or delete a user's access (KCLID).

This link will take you to the “Security Table Selection List” screen, shown below.

KCLID	Application	unit	Agency	Scope
bskinner	209	IDGVC	USFS	Local
136srt	209	MTNRC	USFS	Gacc
ababcock	209	MTLEC	BLM	Local

From the “Security Table Selection List” screen, click the **KCLID** name you want to update or delete.

- **Example:** “dbraine” shown below was the KCLID selected.



The screenshot displays a web form titled "Security Entry". The form contains the following fields and values:

KCLID	dbraine
Dispatch ID	NRC
Dispatch State	MT
Unit	MT-NRC
Application	209
Agency	U.S. Forest Service
Scope	Gacc
Authority	Entry

Below the form are two buttons: "Update Record" and "Delete Record". At the bottom of the form, there is a link: [Return to Menu Security Update Delete menu](#).

To update the record, make the necessary changes then click the “**Update Record**” button.

To delete the record, click the “Delete Record” button.

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APPENDIX

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OFFICIAL ICS-209 FORM

Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name
6: Incident Kind/Strategy		7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:		14: Short Location Description (in reference to nearest town):			
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:		18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:
21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence			
			Commercial Property			
			Outbuilding/Other			
26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						

28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): **ex. 3 CRW1 (4); 1 HEL1 (5);**

12 hours

24 hours:

48 hours:

72 hours:

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:

Wind Direction:	Wind Speed (mph):	Peak Gusts:
Max. Temperature:	Min. Relative Humidity:	

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:

Wind Speed (mph):	Temperature:
Wind Direction:	Relative Humidity:

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:
--------------------------------------	---------------------------	---------------------------

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -
2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:

42: Remarks:

43: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	SR				
Total															

44: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

45: Prepared by:	46: Approved by:	47: Sent to: Date:	By: Time:
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Revised 3/2009

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Incident Status Summary (ICS-209) General Instructions (Version 2011)

The Incident Status Summary should be completed according to the geographic area's mobilization guide. Accurate and timely completion of the Incident Status Summary is necessary to determine appropriate resource allocation during multiple incident occurrences. The information included on the form often determines the priority of a given incident, and thus its share of the resources available. In order to ensure that the information is as complete as possible, please follow the guidelines below when completing or reviewing the specific items on the form prior to transmittal. For examples and additional information, refer to the ICS-209 Program User's Guide.

Block Heading	Instructions
1. Date	Enter the date of this report in mm/dd/yyyy format, (e.g., 02/01/11)
2. Time	Enter the time of this report in military time (e.g., 1700).
3. Initial/Update/Final	There is only ONE initial and ONE final report. Any other report is an update. The final report is the one on which the incident is declared controlled, joins a complex, or on which significant numbers of resources are no longer assigned. Note: Marking a 209 "final" deletes it from the active incident list for local unit, GACC and national screens in FAMWEB.
4. Incident Number	Enter the unique incident number that has been assigned by the jurisdictional agency. This should start with the 2-letter state identifier, followed by the unit or agency identifier of the unit where the incident is occurring, and the fire or incident number. This is usually the incident project order number in block 3 of the Resource Order (e.g., AK-FAS-006, ID-BOF-P15562, UT-MLF1-035, CO-CRD-R236).
5. Incident Name	Enter the incident name, such as "Point," "Devil's Complex," "Clamulch Complex – Zone 2," "Angel Rocks Incident," or "END – South Coast". Once the incident name has been assigned, it should not be changed if at all possible. However, if a name change does occur, make a note of it in the Remarks section (block 42) of the report for operational period when the name change occurs. If the report is for a complex, put the name of the complex in this block and list the individual fires and acreages in the Remarks section (block 42) . When two or more separate incidents are combined into a complex, a final 209 report should be completed for each of the initial incidents except the one under which the complex will remain, noting the move to the complex on each separate final report. The 209 used to continue the complex should list the new incidents included within it in the Remarks section (block 42) .

6. Incident Kind/Strategy	Enter the incident or event kind from the pull down menu (e.g., wildfire, earthquake, etc.). Enter the suppression strategy (e.g., full suppression, point/zone protection, etc) Refer to Attachment #1 for a list of incident and event kinds to enter in this block. For all wildfires a strategy type must be identified in the pull down menu.
7. Start Date/Time	Enter the date in mm/dd/yyyy format, e.g., 02/01/11 and military time (e.g., 0700) at which the incident began.
8. Cause	For Wildfire incidents , use the pull down menu for the general cause (e.g., human, lightning, or under investigation).
9. Incident Commander	Enter both the first and last name of the Incident Commander. If the incident is under Unified Command, list all IC's by last name. (e.g., Wilcock, Conrad)
10. Incident Command Organization	This block defaults to a blank. Select the appropriate type of Incident Command Organization assigned from the drop-down menu, if applicable. This block should be left blank unless a recognized Incident Command Organization is assigned.
11. State-Unit	Enter the 2-letter identifier for the state, followed by the unit identifier of the agency unit or municipality that has administrative jurisdiction over the land on which the incident is located, such as a city, county, State, BLM District, National Park, National Forest, etc. (e.g., MT-LNF, NV-NAFQ).
12. County	Enter the county in which the incident originated. If other counties are involved, enter them in the Remarks section (block 42) .
13. Latitude and Longitude	Required. Enter the latitude and longitude in degrees, minutes and seconds derived from the point of origin of the incident (e.g., Latitude: 35 degrees, 45 minutes, 01 seconds; Longitude: 111 degrees, 37 minutes, 10 seconds). "Ownership at Origin" identifies the ownership of the land the fire started on. For example, PRI for Private, BLM for Bureau of Land Management; this entry may include the unit identifier from Block 11 if both are the same.
14. Short Location Description	Give a general location (compass direction and number of miles) in reference to the nearest town or landmark. A legal location may also be included, such as Township, Range, Section, and Base Meridian. (e.g., 15 mi SW of Anchorage)
15. Size/Area Involved	For Wildfire incidents, enter the acreage. If more than one land ownership is involved, click on "Enter Size/Area/By Unit and select the land management units and enter acreage for each jurisdiction involved. This information will carry over to Block 42, Remarks. For Complexes, enter the total acreage in this block, and list each incident with acreage in Block 42, Remarks. For other incident kinds, enter the appropriate descriptive size. Additional information can also be entered in Block 42, Remarks. The total acreage will be automatically calculated at the end of the page. When finished, hit the submit button and this will return you to the 209 with the total acreage filled in.

16. % Contained or MMA	For wildfire incidents, enter the percent (e.g., 50) of the incident that is contained. For non-fire incidents, leave blank unless appropriate. This is a number entry block only; do not enter the symbols or alpha characters. This block will be cleared out each day.
17. Expected Containment	For fire incidents, enter the date and military time in mm/dd/yyyy and military time format, e.g., Date: 08/17/2011 Time: 1500 at which full containment is expected.
18. Line to Build	For Wildfire incidents , enter the number of chains, feet, meters, or miles of line still to be completed. For other incident kinds , such as hazardous materials or flood incidents, other measurements such as square miles may be appropriate and should be noted in Block 42, Remarks. This block will be cleared out each day.
19. Estimated Costs to Date	Enter the total incident costs to date in a whole dollar amount (e.g., 250000). This is a number only block; if symbols or alpha characters are entered the program will automatically clear them out of the entry screen, and will add them to the completed 209 and subsequent reports. If costs decrease, explain in Block 42, Remarks. This block will be cleared each day.
20. Declared Controlled	Enter the date and military time in mm/dd/yyyy and military time format at which the incident was declared controlled. This block is for current information and is not to be used as an outlook of when the incident is expected to be controlled. Once this block has been filled, the report is considered to be final. Remember to check the "final" button in Block 3.
21. Injuries this Reporting period	Report only serious injuries for this reporting period . Serious injuries are those in which the person injured is unable to continue to perform in their incident assignment. Explain or describe the nature of these injuries in the Remarks section (block 42)
22. Injuries to Date	Enter the total number of serious injuries for the duration of the incident. This is a cumulative total number that must be manually entered; the program does not do it automatically.
23. Fatalities	Enter the cumulative total of fatalities for the duration of the incident. Verify and clear any fatality information with the Incident Commander or Agency Administrator prior to submission. Only enter the # of personnel assigned to the incident.

24. Structure Information	<p>Structure information is accounted for according to structure type. Types include: Residence, Commercial Property, and Outbuilding/Other.</p> <p><u>Number Threatened:</u> Enter the number of structures threatened by type during this reporting period.</p> <p><u>Number Damaged:</u> Enter the number of structures damaged by type for the duration of the incident.</p> <p><u>Number Destroyed:</u> Enter number of structures destroyed by type for the duration of the incident.</p> <p>If necessary, detail additional structure information, such as structure type breakdowns, in the Remarks section (block 42). Describe potential structure threats in the Projected incident movement section (block 26). Describe structure threats in Block 27, Values at risk. The program will automatically tally the number of damaged and destroyed structures. If the number of structures damaged or destroyed goes down from one day to the next, the program will prompt with a message requiring the user to verify the drop in number.</p>
25. Threat to Human Life/Safety	<p>Check any or all boxes that are relevant for this reporting period. Due to the sensitivity of the information be accurate in your assessment. Provide explanation of these events in Blocks 27, 29, 33, or 42 as they apply.</p>
26. Projected Incident movement/spread	<p>Provide an estimate of the direction in which the incident is expected to spread, migrate, or expand in 12-, 2-, 48-, and 72-hour timeframes. Include an estimate of the acreage or area that will likely be affected.</p>
27. Values at Risk:	<p>Include communities/critical infrastructure natural and cultural resources threatened in terms of 12-, 24-, 48-, and 72-hour time frames. For example, a ranch house, barns and other outbuildings, located in Division C have the probability of being burned over in about 12 hours, a community of 300 homes and businesses northeast of the fire could be impacted by the fire-front in 48 hours, and the fire will directly threaten a water storage area in 72 hours. An example of a non-wildfire incident would be when flood waters are rising and a mobile home park will be inundated in 48 hours. Summarize significant threats to valuable resources. Such resources could include timber, wildlife, habitat, watershed, agricultural areas, endangered species, or infrastructure.</p>
28. Critical Resource Needs	<p>Amount, type, kind and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames. List the specific types and numbers of critical resources needed, in order of priority. For example, 1) 10 strike teams of Type III Engines, 2) 3 strike teams of Type I Crews, 3) 4 Fireline EMT's. Be specific as to the need. Relate additional documentation in Blocks 26, 29, 33, 38, 40 and 42, as they apply, to support and justify the need for these resources. This block will be cleared each day.</p>

29. Major problems and concerns	Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and erratic or extreme fire behavior. Include social/political/economic concerns or impacts, and relate critical resource needs to plan actions in the Incident Action Plan. S
30. Observed Weather for current operational period.	For fire incidents , enter readings for wind direction, peak gusts, maximum temperature, and minimal relative humidity for that operational period. (worst case scenario) For non-fire incidents , complete only if relevant. For any incidents in which additional weather conditions are a factor, use the Remarks section (block 42) to describe specifics.
31. Fuels/Materials Involved	For Wildfire incidents , enter the appropriate "primary fuel" involved in the predominant fuel type section of this block from the thirteen Fire Behavior Fuel Models in the pull down menu. Additional fuel information can be entered into the text block for any incident or event kind. For example, a structure fire may involve common combustible building materials. A hazardous materials incident might involve 120 gallons of diesel fuel. Additional information pertinent to fuels/materials involved can be entered in the text block as well, including additional detail on the types of fuels involved. Fire example, while the primary fuel for a wildfire may be light logging slash, a number of other fuel types may be involved, including grass and chaparral.
32. Today's Observed Fire Behavior	For Wildfire incidents , describe the fire behavior observed for this reporting period in general terms. Leave this block blank for other kinds of incidents. This block will be cleared each day.
33. Significant Events Today	Describe significant events that occurred during the current reporting period. Include road closures, evacuations, progress made, accomplishments, team transition, re-occupation of formerly evacuated areas including where this occurred in relation to the incident. Specify information such as road numbers and duration of closures, how many people or homes are impacted by evacuations. A maximum of 2000 characters is allowed. This block will be cleared each day.
34. Forecasted weather for next operational period.	For all wildfire incidents, describe the forecasted weather for the next operational period. Enter readings for the maximum expected Wind Speed (mph), temperature, wind direction: and minimum relative humidity: For any incidents in which additional weather conditions are a factor, use the remarks section (block 42) to describe any specifics.
35. Estimated Control Date and Time	For fire incidents , give the date and time in mm/dd/yyyy and military time format, e.g., Date: 06/14/2011 Time: 1800 at which control is expected. For non-fire incidents , enter the date and time at which significant incident support will be discontinued.
36. Projected Final Size	Enter an estimate of the total area likely to be involved or affected over the course of the incident. Use acres, hectares, square miles, etc., as appropriate.
37. Estimated Final Cost	Enter an estimate of the total costs for the incident once all finance costs have been processed for each operational period. (e.g., \$250000).

38. Actions planned for next operational period	Provide a short summary of actions planned for the next operational period. For example, team transitions, line construction operations, structure protection, etc. Describe the actions and activities being carried out by the responders.
39. For fire incidents describe resistance to control.	For fire incidents, describe the fire's resistance to control in terms of growth potential and difficulty of terrain. Choose from low, medium, high or extreme.
40. How likely is it...	Give a short assessment of the likelihood of meeting the containment/control targets, given the current resources and management strategy. If containment is unlikely, explain why and/or adjust the containment/control targets accordingly in blocks 17 and 35.
41. Projected demob start date.	Enter the date and time at which significant demobilization is expected to begin in mm/dd/yyyy and military time format, e.g., Date: 06/14/2011 Time: 1800. Specific demobilization information can be included in the Remarks section (block 42) if desired.
42. Remarks	This block is used to expand on information that has been entered in previous blocks, or to include other pertinent information not previously addressed. For a Complex list all fires and their acreages included in the incident. Other information to include in this block would be: Incident Command Organization transitions or transfer of command back to the local unit; reasons for acreage or cost reduction; serious injuries that have occurred; or more detailed weather descriptions affecting the incident. Please include incident Web Site address and Information Officer phone number(s) if available, or other relevant information for fire managers or mobilization efforts.

43. Committed Resources	<p>This section is intended to track federal, state, local, military, and other general ownership of resources. Enter the number of resources committed by type and by agency or layer of government under the appropriate column for Single Resource (SR) or Strike Team (ST). Refer to Attachment #4 for choices of agency/government layer. State departments of forestry, natural resources, etc., that have direct suppression/mitigation responsibility should be entered under ST. Multiple county resources should be grouped under "County," (CNTY) and city, district, rural or volunteer assisting agencies should be grouped under "Local Government Resources" (LGR).</p> <p>Resources that came from state emergency management offices should be listed under OES. Any resources that do not fit into the specific agency/layer of government categories should be listed under "Other" (OT). Be sure to total the number of personnel by agency/layer of government and carry that over to the "Total Personnel" column at the right of the block. There are specific resource lists for hazardous materials, structure fire, multi-casualty, earthquake, search and rescue, and urban search and rescue incidents found on Attachments #6 through #11. Choose the appropriate "Resources Committed" sheet for the kind of incident, and complete it as described above. Each of these non-wildfire incident resource sheets contains a resource accountability block and a legend describing applicable mnemonics and their definitions.</p> <p>Attachments #4 and #5 are "Resources Committed" sheets for use by California and the Southern/Eastern Areas to account for specific supplemental resources utilized within those Geographic Areas.</p>
44. Cooperating and Assisting Agencies Not Listed Above	<p>Utilize this block to identify specific assisting or cooperating agencies providing support to the incident. These may include the Red Cross, Salvation Army, County Sheriff, Homeland Security, etc. Do not repeat the same agencies/layer of government entries already listed in the Committed Resources section (block 43).</p>
45. Prepared By...	<p>On a large incident, this would normally be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local communications center, or another staff person or manager.</p>
46. Approved By...	<p>On a large incident, this would normally be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the local Dispatch Center Manager, Fire Management Officer, or Agency Administrator.</p>
47. Sent to...	<p>Enter the appropriate dispatch center, Geographic Area Coordination Center, Emergency Operations Center, etc.</p>

Attachment #1, Incident Status Summary (ICS-209) General Instructions

Block 6. Incident Kind

- Wildfire
- Prescribed Fire
- Burned Area Emergency Rehabilitation
- Earthquake
- Flood
- Hazardous Materials
- Hurricane
- Law Enforcement
- Mass Casualty
- Oil Spill
- Other
- Search and Rescue
- Structure Fire
- Tornado
- Urban Search and Rescue

Suppression Strategy (Required for Wildfire Only)

- Full Suppression/Perimeter Control
- Point or Zone Protection/Limited perimeter control
- Monitor/Confine/Contain

Attachment #2, Incident Status Summary (ICS-209) General Instructions

Block 31. Fuels/Material Involved

The Primary Fire Behavior Fuel Models include:

Fuel Model	Typical Fuel Complex
Grass and Grass Dominated	
1	Short Grass (1 Foot)
2	Timber (Grass and Understory)
3	Tall Grass (2.5 Feet)
Chaparral and Shrub Fields	
4	Chaparral (6 Feet)
5	Brush (2 Feet)
6	Dormant Brush, Hardwood Slash
7	Southern Rough
Timber Litter	
8	Closed Timber Litter
9	Hardwood Litter
10	Timber (Litter and Understory)
Slash	
11	Light Logging Slash
12	Medium Logging Slash
13	Heavy Logging Slash

Attachment #3, Incident Status Summary (ICS-209) General Instructions**Block 43. Agency List**

Abbreviation	Agency
APHI	Animal and Plant Health Inspection Service
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CNTY	County
DHS	U.S. Department of Homeland Security
DDQ	U.S. Department of Defense
FWS	U.S. Fish and Wildlife Service
IA	Interagency Resources
INTL	International Resources
LGR	Local Government Resources
NPS	National Park Service
OES	Office of Emergency Services
OTHR	Other
PRI	Private
ST	State
USFS	U.S. Forest Service
WXW	National Weather Service

Attachment #4, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Supplemental Resources for California

43: Committed Resources					
Agency	HELTK	FIXW	TRKCO	RESMD	LTAIR
	SR	SR	SR	SR	SR
Total					

Mnemonic

HELTK
 FIXW
 TRKCO
 RESMD
 LTAIR

Resource

Helitankers
 Fixed Wing Aircraft, including Airtankers
 Aerial Truck Companies
 Rescue/Medical Unit
 Lighting and Breathing Air Support Unit

Attachment #5, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Supplemental Resources for Eastern and Southern Areas

43: Committed Resources							
Agency	CL-215	CL-415	BMDR	TPL1	TPL2	TPL3	TPL4
	SR	SR	SR	SR	SR	SR	SR
Total							

Mnemonic

- CL-215
- CL-415
- BMDR
- TPL1
- TPL2
- TPL3
- TPL4

Resource

- CL-215 Water Scooping Aircraft
- CL-415 Water Scooping Aircraft
- Bombardier, Suppression Tracked Vehicle
- Type 1 Tractor Plows
- Type 2 Tractor Plows
- Type 3 Tractor Plows
- Type 4 Tractor Plows

Attachment #6, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for an Earthquake Incident

43: Committed Resources															
Agency	ENGS		TRK CO	RESMED	HVY RES	LIGHT AIR	HELI	WTDR	USAR CO	USAR CRW	USAR TF	CRW1	CRW2	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	
Total															

Mnemonic

- ENGS
- TRK CO
- RESMED
- HVY RES
- LIGHT AIR
- HELI
- WTDR
- USAR CO
- USAR CRW
- USAR TF
- CRW1
- CRW2
- OVHD

Resource

- Engines
- Aerial Truck Company
- Rescue/Medical Unit
- Heavy Rescue
- Lighting and Breathing Air Support Unit
- Helicopter
- Water Tender
- Urban Search and Rescue Company
- Urban Search and Rescue Crew
- Urban Search and Rescue Task Force
- Type 1 Crew
- Type 2 Crew
- Overhead Personnel

Attachment #7, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Hazardous Materials Incident

43: Committed Resources									
Agency	ENGS		TRK CO	HM UNIT	RES MED	LIGHT AIR	DECON UNIT	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	
Total									

Mnemonic

- ENGS
- TRK CO
- HM UNIT
- RES MED
- LIGHT AIR
- DECON UNIT
- OVHD

Resource

- Engines
- Aerial Truck Company
- Hazardous Materials Unit
- Rescue/Medical Unit
- Lighting and Breathing Air Support Unit
- Hazardous Materials Decontamination Unit
- Overhead Personnel

Attachment #8, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Mass Casualty Incident

43: Committed Resources												
Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	HEL	ALS AMBUL	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR		
Total												

Mnemonic

ENGS
 TRK CO
 QUINT
 MEDIC SQUAD
 SQUAD
 HVY RES
 LIGHT AIR
 HEL
 ALS AMBUL
 OVHD

Resource

Engines
 Aerial Truck Company
 Quint, Combination
 Medic Squad
 Squad
 Heavy Rescue Unit
 Lighting and Breathing Air Support Unit
 Helicopter
 Advanced Life Support Transport Ambulance
 Overhead Personnel

Attachment #9, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for a Search and Rescue Incident

43: Committed Resources														
Agency	SRCH DOG	GRND TEAM	TECH RES TM	MNT RES TM	NOR/ALP ICE TM	MNTD TEAM	CAVE TEAM	MINE TEAM	UNDWTR TEAM	4X4 TEAM	FIXED WING	HEL	OVHD	Total Personnel
Total														

Mnemonic

- SRCH DOG
- GRND TEAM
- TECH RES TM
- MNT RES TM
- NOR/ALP ICE TM
- MNTD TEAM
- CAVE TEAM
- MINE TEAM
- UNDWTR TEAM
- FIXED WING
- HEL
- 4x4 TEAM
- OVHD

Resource

- Search Dogs
- Ground Team
- Technical Rescue Team
- Mountain Rescue Team
- Nordic/Alpine/Ice Team
- Horse Mounted Team
- Cave Rescue Team
- Mine Rescue Team
- Underwater Search and Rescue Team
- Fixed Wing Aircraft
- Helicopter
- Ground Team Equipped with 4WD or All Terrain Vehicles
- Overhead Personnel

Attachment #10, Incident Status Summary (ICS-209) General Instructions

Block 43: Committed Resources: Resources for a Structure Fire Incident

43: Committed Resources															
Agency	ENGS		TRK CO	QUINT	MEDIC SQUAD	SQUAD	HVY RES	LIGHT AIR	WTD R	SALV G	HOSE SUP T	HEL	ALS AMBUL	OVHD	Total Personnel
	S R	S T													
Total															

Mnemonic

- ENGS
- TRK CO
- QUINT
- MEDIC SQUAD
- SQUAD
- HVY RES
- LIGHT AIR
- WTD R
- SALV G
- HOSE SUP T
- ALS AMBUL
- OVHD

Resource

- Engines
- Aerial Truck Company
- Quint, Combination
- Medic Squad
- Squad
- Heavy Rescue Unit
- Lighting and Breathing Air Support Unit
- Water Tender
- Salvage Unit
- Large Diameter Supply Line Support Unit
- Advanced Life Support Transport Ambulance
- Overhead Personnel

Attachment #11, Incident Status Summary (ICS-209) General Instructions

Block 43. Committed Resources: Resources for an Urban Search and Rescue Incident

43: Committed Resources												
Agency	ENGS		TRK CO	RES MED	HVY RES	LIGHT AIR	HELI	USAR CO	USAR CRW	USAR TF	OVHD	Total Personnel
	SR	ST	SR	SR	SR	SR	SR	SR	SR	SR	SR	
Total												

Mnemonic

ENGS
 TRK CO
 RES MED
 HVY RES
 LIGHT AIR
 USAR CO
 USAR CRW
 USAR TF
 OVHD

Resource

Engines
 Aerial Truck Company
 Rescue/Medical Unit
 Heavy Rescue Unit
 Lighting and Breathing Air Support Unit
 Urban Search and Rescue Company
 Urban Search and Rescue Crew
 Urban Search and Rescue Task Force
 Overhead Personnel